

The *Private Works in the Road Reserve Permit* Application Form is to be used when seeking Council approval to undertake works within a local government controlled road reserve, including the construction or modification of vehicle accesses, driveways, footpaths, drainage infrastructure, service connections and other works affecting Council-controlled land or assets.

To return your completed form or for further information, please contact Council's Development and Regulatory Services via email, council@hinchinbrook.qld.gov.au, phone (07) 4776 4600, in person at Council's Main Office, 25 Lannercost Street, INGHAM QLD, or via post PO Box 366, INGHAM QLD 4850.

APPLICANT DETAILS	
Name	
Address	
Phone	
Email	

CONTRACTOR DETAILS		
Contact Name		
Company Name		ABN:
Postal Address		
Email		
Phone		

LOCATION OF PROPOSED WORK / SITE ADDRESS	
Street Address	
Property Description (Lot and Plan)	

DESCRIPTION OF PROPOSED WORKS	
Proposed Works	☐ New Vehicle Access ☐ Replacement of Existing Access ☐ Additional Vehicle Access ☐ Removal of Existing Access with Kerb/Channel Reinstatement ☐ Construction of Footpath or Driveway ☐ Stormwater Connection to Kerb/Channel or Council Pipe System ☐ Installation of Services ☐ Removal or Clearing of Vegetation ☐ Earthworks ☐ Works or Event requiring partial or full road closure ☐ Other (Please specify)_____

Proposed Access Type	☐ Standard HSC Residential Invert Access ☐ Standard HSC Residential Invert Access (Double Sealed) ☐ Standard HSC Commercial Invert Access ☐ Standard HSC Residential Bridge Crossover ☐ Standard HSC Residential Grated Bridge Crossover ☐ Standard HSC Typical Rural Access ☐ Standard HSC Typical Rural Access Pipe Extension ☐ Heavy Vehicle Rural Access for Low Volume Roads ☐ Cattle Grid and Signage ☐ Non-standard / Custom Design (Engineering drawings required)
Proposed Construction	☐ Reinforced Concrete ☐ Gravel ☐ Bitumen ☐ Other (Please Specify)
Proposed Dimensions	Access Width _____ m Driveway Width _____ m Length / Depth _____ m
Is this Application a condition of a Development Approval?	☐ Yes ☐ No

SITE PLAN (Applications WILL NOT be accepted unless accompanied by a scaled site plan)

Site Plan (Must Identify – where applicable)	☐ North Point ☐ Property Boundaries ☐ Lot Frontage Dimensions ☐ Existing Access ☐ Proposed Access ☐ Existing Driveway ☐ Proposed Driveway ☐ Existing kerb/Channel ☐ Table Drain ☐ Footpath ☐ Road Edge ☐ Stormwater Pits ☐ Distance to Boundaries
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Applications for vehicle accesses will not be accepted unless accompanied by a scaled drawing prepared to scale showing all dimensions and existing road reserve infrastructure. Hand-drawn sketches and unscaled aerial photographs will not satisfy this requirement.

PROPOSED DESIGN

Design Basis

☐ I propose to construct the access in accordance with Council's Standard Drawing/s

OR

☐ I seek approval for an alternative design

If alternative – Engineering drawings attached?

☐ Yes

☐ No

STANDARD CONDITIONS

Below are the minimum standard conditions that apply to a works in road reserve permit. Additional conditions may apply, which will be listed on your approval notice.

- a. The contractor or person carrying out the construction works must have a current public liability insurance policy of no less than \$20,000,000 before commencing the works approved under the Permit issued by Council;
- b. Any interruption to traffic or pedestrian flow with the road reserve requires a Traffic Management Plan. All works on roads must include compliance with Part 3 of the Manual of Uniform Traffic Control Devices (MUTCD) provisions for warning, instructing and guiding road users safely through, around or past work sites on roads including footpaths;
- c. The Applicant indemnifies the Council against any claims whatsoever, including all costs and expenses arising from the works;
- d. Failure to comply with Council's requirements may result in Council taking action and costs charged to the Approval holder;
- e. The constructor is to notify Council's Infrastructure Engineer on telephone 4776 4605 prior to the commencement of any works and following completion of the works to allow an inspection to be undertaken;
- f. All works are to be constructed so that no hazards are presented to the public;
- g. The Applicant is responsible for determining the location and depths of all services. All services, in the area of the works, are to be located prior to excavation works commencing. Services that may be in the footpath area can be located by contacting the "Dial Before You Dig" hotline on 1100 or by visiting their website www.1100.com.au. The Applicant must pay the cost to restore any damage caused;
- h. This Approval gives no consent for trees, shrubs, or plants to be removed;
- i. All trenches are to be backfilled to existing level and compacted to a suitable standard to ensure no holes or low lying areas result from the works;
- j. All disturbed areas are to be rehabilitated to match the existing environment. Grassed areas of disturbance are to be re-turfed;
- k. The persons undertaking the works, must minimise the effect of the construction activity on areas of conservation value or cultural heritage significance:
 - i. Hinchinbrook Shire Council must be notified of incidents, which cause or have the potential to cause material or serious environmental harm (as defined in the Environmental Protection Act 1994). This shall be in addition to notifying the Department of Natural Resources and Mines (DNRM), environment section or other administering authority, when required; and
 - ii. Hinchinbrook Shire Council, must be notified, as soon as practicable prior, of meetings with, inspections, audits or visits from representatives of DNRM's environment section or other state government department.
- l. Should any artefacts of cultural heritage significance be located during the works, the Cultural Heritage Coordination Unit of DNRM must be notified and:
 - i. Identify and clearly mark out any cultural heritage sites to be protected;
 - ii. Cease your activities immediately in the vicinity of the find; and
 - iii. Leave any found items undisturbed and erect a temporary barrier to deter access.

Payment Details

If your application requires the payment of fees, a Council Officer will be in touch to organise payment.

DECLARATION

I/We have read and understood the conditions of this permit and undertake to abide by and comply with all the conditions contained within this document.

I/We further undertake to abide by and comply with any special conditions of approval which the Council may impose as part of this approval agreement.

Signature of Applicant: _____ Date: _____

Privacy Notice and Disclaimer

Hinchinbrook Shire Council is collecting your personal information to process your submission as stated in this form. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.

SIGNATURE REQUIRED

Signature		Date	
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OFFICE USE ONLY – CUSTOMER SERVICE TO COMPLETE

Fee Paid		Date		Receipt No		Cashier	
Officer		Date					