

# APPLICATION TO INSTALL / REPLACE / REPAIR DRIVEWAY

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

**NOTE – WORKS MUST NOT COMMENCE PRIOR TO THE ISSUE OF A COUNCIL PERMIT.**

A non-refundable fee applies if applicable. Application with payment must be submitted to Council a minimum of ten (10) business days prior to proposed commencement date of work. To ensure your application can be addressed within the timeframe required, please email to [records@isaac.qld.gov.au](mailto:records@isaac.qld.gov.au)

## PROPERTY OWNER DETAILS

NAME			
POSTAL ADDRESS			
PHONE		EMAIL	

## APPLICANT / CONTRACTOR DETAILS

NAME			
POSTAL ADDRESS			
PHONE		EMAIL	

## PROPERTY / SITE DETAILS

PROPERTY ADDRESS			
LOT & PLAN NO			

## DRIVEWAY TYPE

- New driveway
- Change and/or move existing driveway
- Secondary driveway (the property must have minimum 30m road frontage)

## PROPOSED DRIVEWAY

- Urban residential driveway (crossing) – in accordance with standard drawing CMDG-R-041 and associated conditions
- Commercial driveway (crossing) – in accordance with standard drawing CMDG-R-042 and associated conditions

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- Rural residential driveway (crossing) – in accordance with standard drawing CMDG-R-040 and associated conditions
- Non-standard driveway

## DRIVEWAY SPECIFICATIONS – (REFER TO CDMG DOCUMENTS FOR GUIDANCE)

WIDTH OF DRIVEWAY	
LENGTH OF DRIVEWAY	
DISTANCE TO BOUNDARY	
MATERIALS USED E.G. PAVERS, CONCRETE	
RURAL ZONE ONLY – PLEASE PROVIDE PIPE SIZE	
<b>ARE THERE ANY OTHER COUNCIL APPROVALS RELATING TO THIS APPLICATION SUCH AS DEVELOPMENT APPLICATIONS / OPERATIONAL WORK ETC</b>	

If Yes, please provide details of current application/s:

## PROPOSED WORKS DATES

START		END	
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## PROPOSED TERM OF APPROVAL

START		END	
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## SUPPORTING DOCUMENTS

The following documents are required to be submitted in conjunction with this application.

- Site Plan – showing location and measurements of driveway
- Certificate of Currency of Public Liability Insurance
- Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS)
- Non-Engaged Contractors Site Access Occupancy Form CORP-FRM-076
- Owners Consent - if not submitted by owner
- RPEQ Certified Drawings – **Non-standard driveway ONLY**

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## CONDITIONS & DECLARATION / ACKNOWLEDGEMENT

### CONDITIONS

1. The applicant takes full responsibility for locating and protecting all services in the area. It will be the applicant's responsibility to repair damaged infrastructure and underground services at their own cost and must obtain all relevant approvals, permits and consents from utility service providers. Dial 1100 'Dial Before You Dig' for underground services BEFORE commencing any works.
2. Ensure all works carried out do not interfere with access to any public convenience or private premises.
3. Work within the road reserve shall be sign-posted in accordance with the approved Traffic Management Plan and Traffic Guidance Scheme.
4. The construction area should be barricaded off at all times to ensure the safety of the general public.
5. The applicant is to notify public and surrounding landholders of activities undertaken in the road reserve.
6. A joint inspection will be carried out at the end of activities with the applicant and Council.
7. The site must be kept in a clean and tidy state at all times. All rubbish is to be removed and properly disposed of in a registered landfill site.
8. The applicant/permit holder and the applicant/permit holder's agent or contractor must comply with any direction given by Council or its authorised person.
9. It is the responsibility of the owner/applicant to carry out checks to ensure no vegetation, heritage or environmental listing is attached to the site.

### DECLARATION

As the applicant/s I/we hereby certify that:

1. I am the relevant person with authority to make this application and the details provided in this application are correct.
2. I understand that no works can commence until a Council Permit has been issued for these works.
3. I understand that, if this application is approved, I will be provided with a permit for the ongoing existence of the vehicle crossover (driveway) that will entail conditions which I will be bound to comply with as long as the vehicle crossover (driveway) remains on Council controlled land (the footpath).
4. I acknowledge that if this application is for a standard vehicle crossover (driveway), that it will comply with the current CMDG drawings and associated standards.
5. I acknowledge that submission of this application does not constitute a grant of approval and Council reserves the right to refuse this application.

I hereby declare that the information I have provided on this form is true and correct.

**SIGNATURE OF APPLICANT**

Date

**PRINT NAME**

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## FEES AND PAYMENT METHODS

Application fees only apply to new installations (not upgrading of current structures) and are available in Council's "Schedule of Fees and Charges" each year.

<b>PAYMENT METHOD</b>	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
<b>CARDHOLDER NAME</b>		
<b>CARD NUMBER</b>		
<b>TOTAL AMOUNT CHARGED</b>	<b>EXPIRY DATE</b>	<b>CVV</b>

Fees can also be paid in person at any Isaac Regional Council Office using a range of payment options including cash, cheque, credit card or EFTPOS. Payment by credit card via phone can be arranged upon receipt of your application.

**NOTE:** Application will not be assessed until payment is received.

## PUBLIC LIABILITY INSURANCE

**Note:** The Applicant/Contractor completing the works is required to hold Public Liability Insurance with a minimum cover of \$20 million. If the Applicant will be completing the works, a Certificate of Currency (CoC) must be provided at the time of lodging this application. If the Applicant intends to engage a Contractor to undertake the works, the Contractor will be required to provide the Certificate of Currency prior to commencement of works.

<b>POLICY HOLDER</b>		
<b>INSURER</b>		
<b>POLICY NUMBER</b>	<b>VALID UNTIL</b>	

Once completed please send form and any attachment to:  
[records@isaac.qld.gov.au](mailto:records@isaac.qld.gov.au) or Isaac Regional Council, PO Box 97, Moranbah QLD 4744  
or deliver in person to your local Isaac Regional Council office

## DEPARTMENT USE ONLY

Approved as per application     Approved with modification (see notes below)     Not approved

### NOTES

<b>PROCESSED BY</b>	Signature _____	Date _____
	Print Name _____	
<b>APPROVED BY</b>	Signature _____	Date _____
	Print Name _____	