

# 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 (excepting replacement driveways). Your application, supporting documents and payment must be received by Council a minimum of ten (10) business days prior to proposed commencement date of work.

## 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 of 30 metres of 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
- Rural residential driveway (crossing) – in accordance with standard drawing CMDG-R-040 and associated conditions
- Non-standard driveway

# APPLICATION TO INSTALL / REPLACE / REPAIR DRIVEWAY

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

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

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

## PROPOSED WORKS DATES

|       |  |     |  |
|-------|--|-----|--|
| START |  | END |  |
|-------|--|-----|--|

## PROPOSED TERM OF APPROVAL

|       |  |     |  |
|-------|--|-----|--|
| START |  | END |  |
|-------|--|-----|--|

## 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
- Property Owner's Consent - if application not submitted by property owner
- RPEQ Certified Drawings – **For non-standard driveways ONLY**

# APPLICATION TO INSTALL / REPLACE / REPAIR DRIVEWAY

## CONDITIONS & DECLARATION / ACKNOWLEDGEMENT

|                               |  |
|-------------------------------|--|
| <b>CONDITIONS</b>             | <ol style="list-style-type: none"><li>1. The applicant takes full responsibility for locating and protecting all services in the area and acknowledges that it is their responsibility to:<ul style="list-style-type: none"><li>• fund and repair any damaged infrastructure and underground services; and</li><li>• obtain all relevant approvals, permits and consents from utility service providers including 'Before You Dig Australia (BYDA)' <b>before</b> commencing any works.</li></ul></li><li>2. Ensure all works carried out do not interfere with access to any public convenience or private premises.</li><li>3. Work within the road reserve shall be signposted in accordance with the approved Traffic Management Plan and Traffic Guidance Scheme.</li><li>4. The construction area should be barricaded off to ensure the safety of the general public.</li><li>5. The applicant must notify public and surrounding landholders of activities undertaken in the road reserve.</li><li>6. A joint inspection by the applicant and Council will be carried out at the end of the works.</li><li>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.</li><li>8. The applicant and the applicant's agent or contractor must comply with any direction given by Council or its authorised person.</li><li>9. It is the responsibility of the applicant to carry out checks to ensure no vegetation, heritage or environmental listing is attached to the site.</li></ol> |
| <b>DECLARATION</b>            | <p>As the applicant/s I/we hereby certify that:</p> <ol style="list-style-type: none"><li>1. I am the relevant person with authority to make this application and the details provided in this application are correct.</li><li>2. I understand that no works can commence until a Council Permit has been issued for the works.</li><li>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).</li><li>4. I certify that if this application is for a standard vehicle crossover (driveway) that it will comply with the current CMDG drawings and associated standards.</li><li>5. I acknowledge that submission of this application does not constitute a grant of approval and Council reserves the right to refuse this application.</li></ol> <p>I hereby declare that the information I have provided on this form is true and correct.</p>   |
| <b>SIGNATURE OF APPLICANT</b> | _____ Date   |
| <b>PRINT NAME</b>             | _____  |

# APPLICATION TO INSTALL / REPLACE / REPAIR DRIVEWAY

## FEES AND PAYMENT METHODS

Refer to Council's "Fees & Charges Schedule" for calculation of the relevant application fee.

|                        |  |                                       |                               |                                     |
|------------------------|--|---------------------------------------|-------------------------------|-------------------------------------|
| <b>PAYMENT METHOD</b>  | <input type="checkbox"/> Council invoice*<br>* Invoices can take up to ten (10) business days to raise | <input type="checkbox"/> Credit card: | <input type="checkbox"/> Visa | <input type="checkbox"/> Mastercard |
| <b>CARDHOLDER NAME</b> |  |                                       |                               |                                     |
| <b>CARD NUMBER</b>     |  |                                       |                               |                                     |
| <b>CALCULATED FEE</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.

**NOTE:** This application will not be assessed until full payment has been 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 their Certificate of Currency prior to commencement of works. The CoC must cover the entire period of approval requested.

|                      |  |                    |  |
|----------------------|--|--------------------|--|
| <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 _____ |            |