

# APPLICATION FOR WORKS OR ACTIVITY ON COUNCIL ROAD RESERVE / ROAD-RELATED AREA

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 accessed by Council officers who are authorised to do so. Your 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*.

## WHEN TO USE THIS FORM

This form is to be used to apply for works or activities for which approval is required under the Local Government Act 2009. This approval includes the construction, maintenance, upgrading or conducting of the works/activities on any Council road reserve or road-related area. For guidance refer to Council's Activities/Events that Impact Council-Controlled Areas or Roads Fact Sheet.

**IMPORTANT NOTE:** Your application must be submitted **20 business days before** the planned works/activity commencement and only after consultation with affected parties is complete. Assessment of the application will not commence until all relevant documents have been submitted and the appropriate fee payment received. This is an application only – no works can commence until the applicant has received a written approval from Council approving the works and detailing the applicable conditions.

## APPLICANT DETAILS

**Note:** The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions.

<b>NAME</b>	
<b>COMPANY</b>	
<b>POSTAL ADDRESS</b>	
<b>PHONE</b>	<b>EMAIL</b>

## LOCATION OF PROPOSED WORKS (you may include a map/drawing showing all roads, routes, etc)

### Area Required

Tick all that apply

Road corridor  Footpath  Carpark  Overhead  Underground

Other:

**Affected Road/Area** e.g. lot on plan, address, GPS coordinates of full extend of work area etc.

### Requested Approval Term

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am / pm

Finish Date: \_\_\_\_\_ Finish Time: \_\_\_\_\_ am / pm

## DESCRIPTION OF ACTIVITY OR WORKS (Tick all that apply)

<input type="checkbox"/> Construction of major structure (bridge, culvert, lighting, signage, pipes, etc.)	<input type="checkbox"/> Construction or repair of fences, mail boxes (depending on size)	<input type="checkbox"/> Vegetation Activities (planting, landscaping, clearing, slashing)	<input type="checkbox"/> Overhead structure (including signage, electrical lines, safety features)
<input type="checkbox"/> Survey works	<input type="checkbox"/> Geotechnical investigations (including soil testing and sampling)	<input type="checkbox"/> Drilling activities (GPS Coordinates required)	<input type="checkbox"/> Underground structure (including water/gas pipeline crossing service conduit)
<input type="checkbox"/> Earthworks or excavation works including removal and restoration of existing footpath, kerb & channel, pavement	<input type="checkbox"/> Connection to Council stormwater system (kerb channel, open drain, swale, gully, culvert or drainage system)	<input type="checkbox"/> Erection of temporary signage or hoardings (to barricade for construction purpose)	<input type="checkbox"/> Laydown area (temporary storage of construction material, equipment, vehicle, site offices, shipping containers, industrial bins)

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- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Temporary road closure for blasting activities | <input type="checkbox"/> Placement of temporary sign boards (regulatory/warning) only for duration of approval | <input type="checkbox"/> Other (provide details): |
|---|--|---|

## DETAILS OF WORKS

Provide details below of all works including building works, materials, vehicles and equipment to be used, identified impacts on pedestrians, traffic, landholders, businesses and organisations. You may refer to a separate document or report with your application however, all activities to be undertaken must be ticked or listed in 'Other' above.

## RELEVANT APPROVALS OR AUTHORITIES

Are there any related approvals, agreements, authorities or licences relating to the activity or work?

- No  Yes → Identify any relevant documents or references:

## TRAFFIC IMPACT MANAGEMENT

Full road closure and/or partial road closure (including use of car parks)

- No  Yes → *Traffic management plan/traffic guidance scheme is required*

Contact name and number of person responsible for implementing TMP/TGS

Other parties will be affected i.e. businesses, residents, etc.

- No  Yes → *Evidence of consultation outcomes required*

Emergency services access will be impacted.

- No  Yes → *Evidence of notice to emergency services and any special conditions applied or issues raised and a diagram of how emergency vehicle access will be maintained is required*

## OTHER WORKERS ONSITE

Will there be other workers or Contractors on site who are not under the employ or control of the Applicant?

- No  Yes → *Provide a Non-Engaged Contractor Form for each other company or contractor who will be onsite*

## STANDARD CONDITIONS

Do you accept the Standard Conditions as outlined in this form?

- Yes  No → *Identify any that you are requesting not apply, and provide details to support your request*

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## PUBLIC LIABILITY INSURANCE

**Note:** Approvals are granted for the Applicant to carry out the works. The Applicant is required to hold Public Liability Insurance with a minimum cover of \$20 million. If the Applicant intends to engage a Contractor to carry out any part of the works, the Contractor will be required to provide the Certificate of Currency. The certificate must be valid for the term of the approval.

## FEES AND PAYMENT METHODS

Refer to Council's "Fees & Charges Schedule" for calculation of the relevant application fee. Note: The total project cost is the total contracted value of the work (bill of quantities) including planning costs, mobilisation, demobilisation, traffic control, etc.

<b>TOTAL PROJECT COST</b>		<b>CALCULATED FEE</b>	
<b>PAYMENT METHOD</b>	<input type="checkbox"/> Council invoice* <small>* Invoices can take up to ten (10) business days to raise</small>	<input type="checkbox"/> Credit card:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard
<b>CARDHOLDER NAME</b>		<b>CONTACT NO*</b>	
<b>CARD NUMBER</b>		<b>EXPIRY DATE</b>	<b>CVV</b>

\* Council will contact you on this number for authorisation to process the payment.

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.

## REQUIRED SUPPORTING DOCUMENTS AND APPLICANT CHECKLIST

Please indicate supporting documents that are attached to your application – See application notes for further information

- Detailed drawings/site plan for proposed works - location specific sketches including all services and structures or plans (including certification by an RPEQ)
- Details of work including building works, materials, vehicles and equipment to be used and identified impacts on pedestrians, traffic, landholders, businesses and organisations
- Documented evidence demonstrating the total value of project works i.e. bill of quantities
- Certificate of Currency of Public Liability Insurance current for the term of approval – applicant and/or contractor
- Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS) designed in accordance with Austroads Guide to Temporary Traffic Management by a person currently accredited in accordance with the *Transport Operations (Road Use Management – Accreditation & Other provisions) Regulation 2015*
- Non-Engaged Contractors Site Access Form/s (for contractors who require site access to perform works and they are not named as applicant or under the authority and liability of the applicant e.g. traffic control or construction company)
- Any relevant development approvals, agreements, or licences
- Evidence of consultation outcomes with impacted landholders, businesses and organisations
- Diagram illustrating emergency vehicle access and any special conditions applied
- Additional documents to support the application are attached
- At least 20 full business days has been allowed for processing

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## DECLARATION

I/we as Applicant/s apply to carry out works or activities as specified on a Council road reserve / road-related area as listed above and by submitting this application I am consenting to agree to and comply with all terms and conditions contained in this application, the Standard Conditions annexed to this form and any additional conditions imposed by Council.

<b>SIGNATURE OF APPLICANT</b>	_____	Date
<b>PRINT NAME</b>	_____	

Once completed please send form and any attachments 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

## APPLICATION NOTES

- The works/activity must not commence until the appropriate permit applications are approved.
- Advertising of road closures and/or route should not take place until written approval has been obtained from all of the relevant authorities.
- Emergency vehicle access is to be maintained on all closed roads (3m clear corridor). Applicants must notify emergency services and other interested parties of traffic control which may affect their response. Any special conditions or issues raised by them must be presented to Council with your application and this will supplement the conditions of this application.
- If the works/activity is expected to have impact on access for residents / road users, you are required to consult with the parties by:
  - a. Circulating notice of the application (public notices, social media postings, correspondence, etc) to residents / businesses in the affected area of the event, advising of event date, time, affected routes and alternative routes) requesting feedback/raising objections/supporting the application;
  - b. Addressing and resolving any objections raised; and
  - c. Submitting to Council evidence of the notice and any objections raised, demonstrated proof of how the objection was addressed and any agreements that form part of the resolution.
- Please note that for long term or permanent works or assets, a licence to place and maintain the works may be required and a development approval under planning legislation may be required (including pipelines). Please contact Council to discuss.
- Plans and specifications and drawings are to be certified by an RPEQ and are to detail:
  - the relevant part of the road that is to be used for the undertaking of the prescribed activity; and
  - the proposed location of each structure and item of equipment to be used in the undertaking of the prescribed activity; and
  - the type and location of any utility, service, or infrastructure to be used in the undertaking of the prescribed activity.
- When assessing any applications to close or partially close a road, Council examines the effect on the local community, businesses and the environment. It is important to minimise the impact of the action on the operation of the road network and on local residents / businesses.
- Council will begin assessment of your application upon receipt of all required documents and the application fee (non-refundable).

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- Standard Conditions apply (please see below) and further conditions may be imposed as required.

## STANDARD CONDITIONS FOR CARRYING OUT WORKS OR ACTIVITY

Purpose	1.	The Approved Works must be contained within the Approved Location.
	2.	The Applicant must ensure that the use of the proposed works area conforms to the Planning Scheme, Local Laws and requirements of Council, in particular Isaac Regional Council Subordinate Local Law No.1.15 (carrying out works on a road or interfering with a road or its operation) 2011.
Termination	3.	Council representatives may inspect the Approved Location during the Approved Works and if non-compliance with the Standard Conditions or Further Conditions of this approval or other relevant issue is identified, Council may issue a written notice suspending or terminating this approval. If the Applicant fails to comply with Standard Condition 1.
	4.	This approval to undertake the Approved Works is valid for the Period of Approval and the Applicant must submit the appropriate application to vary the period of approval if the Approved Works are not completed within the Period of Approval.
Insurance	5.	The Applicant/Contractor completing the Approved Works shall take out and maintain Public Liability Insurance for a minimum cover of \$20 million against any claims for any injury and property damage resulting from the Approved Works and provide documentary evidence of the insurance to Council before commencement of the Approved Works.
Indemnity	6.	The Applicant/Contractor, in undertaking the Approved Works, indemnifies Council against every cost borne of harm (be it through any or all of property loss, including full or partial loss of use, property damage, environmental contamination, environmental harm, death, disease, illness including mental illness, personal injury including shock and disablement, whether from disease, illness or personal injury) and claims made in connection to performing the proposed works, irrespective of who has performed or been engaged upon the proposed works and that indemnity binds the Applicant/Contractor irrespective of whether a claim results from a person's carelessness, breach of statutory duty of care or breach of a non-delegable duty of care and irrespective of who is subjected to harm, who is responsible for the care and safety of the person subjected to harm, what property is subjected to harm and who owns, possesses or controls the property subjected to harm.
Protecting Assets & Damages	7.	It is the responsibility of the Applicant to ensure that existing infrastructure, assets and services owned or controlled by the State Government, Local Government and utility providers, either temporary or permanent, surface or subsurface, are not compromised whilst working in the road reserve and to maintain structures erected or installed, or vegetation planted as part of the Approved Works, in a good condition for the duration specified.
	8.	The Applicant must obtain all relevant approvals, permits and consents from utility service providers including Before You Dig Australia (BYDA) prior to commencing any works. As not all asset owners are members of BYDA, it is the responsibility of the Applicant to contact all asset owners to obtain relevant plans.

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	9.	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.
Compensation	10.	No compensation for improvements or developmental work is payable by the State or Council at the cancellation of, or upon surrender of the approval.
Notification	11.	The Applicant must provide adequate notice to adjoining and/or adjacent landowners, significant road users and stakeholders, business owners and residents regarding the Approved Works, including details of any disruptions the Approved Works may cause. The notice must be approved by Council prior to circulation.
Access	12.	The Applicant/Contractor is authorised to undertake the Approved Works during the approval period identified in the Written Approval issued under section 75 of the <i>Local Government Act 2009</i> .
	13.	Approved Works carried out must not interfere with access to any public convenience or private premises
	14.	The Applicant must, at all times during the Period of Approval, allow any authorised employee or representative of Council free and unrestricted access to, from and across the Approved Location for the purpose of carrying out its local government functions.
Controls	15.	Undertaking the Approved Works within the Approved Location must not result in harm to human health or safety, property damage or loss of amenity, nuisance, obstruction of vehicular or pedestrian traffic, environmental harm or environmental nuisance and must not adversely affect the amenity of the area in which the Approved Works is to be undertaken.
	16.	The Approved Works within the Approved Location must be undertaken in accordance with an approved Traffic Guidance Scheme compliant with the Austroads Guide to Temporary Traffic Management prepared by a Qualified Traffic Management Designer and any proposed operation that departs from the approved Traffic Management Plan and Traffic Guidance Scheme bearing the approval watermark of Council must be provided to Council for approval prior to implementation on site.
	17.	Site Specific Quality, Safety and Environmental Management Plans must be provided to Council for approval prior to commencement of the approved works.
	18.	The Applicant must ensure the Approved Works within the Approved Location are sufficiently secured or barricaded to ensure the safety of the general public.
General	19.	Any State Government (Statutory Authority) approvals required are to be obtained and if requested, presented to Council prior to the commencement of the Approved Works to which the relevant approval applies.
	20.	The Applicant and any Contractor undertaking the proposed works must complete and return CORP-FRM-076 Non-Engaged Contractors Site Access Form prior to commencement of the Approved Works at the Approved Location.
	21.	The Applicant, the Applicant's agent or contractor must comply with any direction of Council or its authorised person.
	22.	Where applicable, the Approved Location must be reinstated to its original condition, and if directed under the approval, structures erected or installed be

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	removed prior to the joint inspection that may be carried out at the end of the Approved Works by the Applicant and Council.
23.	The Applicant shall ensure that the Approved Location is always kept in a clean and tidy state. All rubbish is to be removed and properly disposed of in a registered landfill site.
24.	All vehicles and equipment are to be kept clear of weeds, weed seeds and any other contaminants. Any weeds on site must be controlled to the satisfaction of Council. "Weed free" declaration forms are to be provided prior to commencement on each site.
25.	The Applicant must ensure compliance with relevant legislative obligations in relation to any clearing, including compliance with the <i>Aboriginal Cultural Heritage Act 2003</i> (Qld) and the <i>Vegetation Management Act 1999</i> (Qld). Any proposed clearing or trimming of trees or shrubs is to be indicated specifically or by way of a general note on the plans submitted with the application. Clearing must be kept to the absolute minimum required for the works and any landscaped areas, revegetated areas.
General Requirements	26. Prior to the commencement of works, the Applicant is responsible for ensuring that all cultural heritage, native title, vegetation and environmental risks are identified, and the Approved Works at the Approved Location are carried out in accordance with all relevant legislative requirements.
	27. The Applicant must ensure that the Approved Works are conducted in a manner that complies with all applicable Acts and Regulations, including requirements under any relevant safety legislation.
	28. Nothing in the application or the written approval provided by Council derogates from any other duty or legislative requirement imposed upon the Applicant and it is the Applicant's sole responsibility to ensure compliance with all Acts and Regulations in carrying out the Approved Works, including obtaining any other necessary approvals.
Reservation of Rights	29. Council reserves the right to impose further specific conditions to minimise any negative impact of the Approved Works in relation to environmental values or safety issues including the preservation, or if necessary, restoration of nature conservation values or significant environmental areas, revegetation, pest management, waste disposal and cultural heritage matters or any other project or site-specific issues it considers reasonable and relevant.
For Drilling Activities (in addition to standard conditions 1 – 29)	1. All test pits located within 20m of the centreline of the road are to be compacted using a minimum 5 tonne roller.
	2. Council is to be notified a minimum of 28 days prior to any activities that are to be carried out in connection with the geotechnical investigations. Notification must include drill site GPS location and mapping.
	3. No pollution of surface, sub-artesian or artesian waters. All drilling effluent to be removed from site and disposed of properly in a registered landfill site.
	4. Approved Location to be rehabilitated to Council satisfaction. This includes the satisfactory sealing of drill holes and the back filling of sump holes. If drill holes are to be used for monitoring purposes satisfactory fencing and signage is to be erected and maintained by the exploration company.

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	5.	All environmental requirements must be adhered to.
For structure / equipment installations (in addition to standard conditions 1 – 29)	1.	For depositing equipment or material, a minimum of 1.8 metres of footpath shall be kept clear for pedestrian access at all times. Where a sealed strip footpath exists, this must be kept clear at all times.
	2.	In the event of the Applicant transferring title of the Applicant's land to another person ('transferee'), the Applicant is responsible for bringing to the attention of the transferee the written approval and these Standard Conditions and any Further Conditions listed in that written approval.
	3.	Where the permit relates to a temporary structure or equipment, plant, garden bed or planter box placed in the footpath in front of or adjoining the land, Council may direct its removal unless the transferee obtains a new permit from Council.

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