



Application to Work in Road Reserve

Local Law No. 1

This form is to be completed when planning to carry out works in a Council road reserve. This is an application only – no works will commence until the applicant has received a Permit from Council approving the works to be completed and a standard fee as per the Fees and Charges for proposed works has been paid. This application takes up to Twenty (20) business days to process.

Application Form ROAD WORK PERMIT

Section 1 – Applicant /Contractor Details

Applicant, Rep or Contractor

Postal Address

Contact Phone

Email:

Section 2 – Property Owner Details if same as the applicant note (as above), if not, please provide details below

Property Owner

Postal Address

Contact Phone

Email:

Section 3 – Location of Works

Assessment No.

Lot and Plan

Property Address

Section 4 – Type of Proposed Works (Works to be undertaken)

Residential Works

New Driveway

Repair/Replace Driveway

Additional Driveway

Stormwater Discharge

Commercial Works

Hording, Scaffold/Gantry

Undergrounding of Services / Private Water Pipeline

Grid or Gate Installation - Rural

Other (specify)

Do any trees, shrubs, or plant require removal to accommodate works

YES (attach details)

NO

Detailed Scope of Work:

Start Date:

Finish Date:

Section 5 – Site Plan

A site plan / drawing (to scale) showing the location of the proposed works in relation to the allotment frontage with all services, structures and trees within the road reserve clearly shown and identified MUST be submitted with this application

Site Plan attached

Yes

No

Section 6 – Work Zone Traffic Management Plan

Plan designed in accordance with MUTCD Part 3 by a person currently accredited in “Work Zone Traffic Management” in accordance with the Transport Operations (Road Use Management – Accreditation & Other provisions) Regulation 2005.

Prepared By	Accreditation No.
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Site Supervisor	Phone No.
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Section 7 – Indemnity Public Liability Insurance

(Please note the contractor completing the work or the owner of the property (if the contractor) is required to hold Public Liability Insurance with a minimum cover of \$20 million, for “anywhere in Australia”, a copy of the Public Liability Insurance must be attached to this application).

Policy No.	Policy Holder
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Insurer	Expiry Date
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Section 8 – Supporting information

Please provide the following supporting documentation when submitting this form:

Traffic Management Plan

Site plan / Drawings to scale showing the proposed work, all public services and road furniture, the road edge or kerb and channel or kerb and channel location.

Copy of Public Liability Insurance

Detailed scope of works to be completed including dates

For property stormwater drainage, provide details of proposed pipeline drain sizes (Optional)

Dial before you Dig documents (Optional)

Section 9 – Declaration & Privacy Collection Notice

Personal information collected in this form will be used to:

- communicate with you about the requested service
- assess your application (including any professional advisers which may be engaged)

Personal information will not be disclosed for an unrelated purpose except where required by legislation or law.

Information collected is stored within Council's secured systems to protect from data loss, unauthorised access, use, modification or disclosure and against other misuse. The information collected will be retained as required by the *Public Records Act 2023*. Please review Whitsunday Regional Council's Privacy Policy at <https://www.whitsundayrc.qld.gov.au/our-council/about-council/governance/information-and-privacy> for further information.

The owner of the property will:

- Have a Traffic Management Plan (TMP) / Traffic Guidance Scheme (TGS) prepared in accordance with the provisions of the Manual of Uniform Traffic Control Devices (MUTCD) by a person that holds a current Traffic Management Design (TMD) qualification;
- Provide a site plan to scale, showing the proposed work, all public services and road furniture, the road edge or kerb and channel location;
- Supply additional information as required;
- For property stormwater drainage, provide details of proposed pipeline drain sizes;
- Be responsible for the supervision of the work;
- Ensure that the contractor undertakes the work in accordance with the Road Reserve Works Permit/Licence;
- Attend a site inspection with Council if requested;

Section 9 – Declaration & Privacy Collection Notice cont..

- Be responsible for the ongoing maintenance;
- Require a Road Corridor Permit from Dept Transport and Main Roads; (for works in a road reserve on State Controlled Roads only)
- Sign the declaration statement below.

Section 10 – Submission and Payment Information

In satisfaction of Local Law No. 1 (Administration) 2011, and in consideration of us allowing you to carry out the activities authorised under the Permit/Licence, I/we (the Applicant) indemnify Council and its representatives against all loss, liability and expense borne of harm that arises directly or indirectly from each of the activities carried out and the works and structures constructed, by me/us as authorised by the Permit/Licence, including all activities carried out, and works and structures constructed, on each road identified in the Permit/Licence.

I acknowledge that "harm" includes all or any of: • Property loss; • Property damage; • Personal injury • Illness. • and Death;

I hereby apply for a permit to carry out the works described above and if the permit is granted, undertake to adhere to the Conditions of Permit

Signature of Applicant

Date

Note: Application will not be assessed until payment is received.

In Person or Post

Call into any Customer Service Centre in the Whitsunday Region (see addresses below)

By Email

Email: info@whitsundayrc.qld.gov.au

By Phone

Call Customer Service Centre 1300 972 753 and pay by credit card

Office Use Only

Permit Fee \$

Receipt No.

Date

Engineering Services Department Bowen - Phone 4761 3600 or Proserpine Phone 4945 0200 Hours 8:00am – 5:00pm

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

Bowen
Cnr Herbert & Powell Streets
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802