

# 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*.

This form is to be completed when planning to carry out works in a Council Road Reserve. This is an application only – no works can commence until the applicant has received a letter 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

|                      |  |
|----------------------|--|
| <b>ROAD NAME</b>     |  |
| <b>OTHER DETAILS</b> |  |

## DESCRIPTION OF ACTIVITY OR WORKS

|   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Survey works   | <input type="checkbox"/> Geotechnical investigations  | <input type="checkbox"/> Drilling activities (GPS Coordinates required)                          | <input type="checkbox"/> Underground Water/Gas pipeline crossing   |
| <input type="checkbox"/> General Roadside 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 hoardings (to barricade for construction purpose) | <input type="checkbox"/> Laydown area (temporary storage of construction material, equipment, vehicle, site offices, shipping containers, industrial bins) |
| <input type="checkbox"/> Temporary road closure for event, festival, march, parade, etc   | <input type="checkbox"/> Temporary road closure for blasting activities   | <input type="checkbox"/> Placement of temporary sign boards (regulatory/warning)                 | <input type="checkbox"/> Other (provide details):  |

Provide below the details of all works including building works, materials, vehicles and equipment to be used, identified impacts on pedestrians and particulars of community consultation undertaken with impacted landholders, businesses and organisations.

## PROPOSED DATES OF WORKS

|              |            |
|--------------|------------|
| <b>START</b> | <b>END</b> |
|--------------|------------|

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## REQUESTED APPROVAL TERM

|              |  |            |  |
|--------------|--|------------|--|
| <b>START</b> |  | <b>END</b> |  |
|--------------|--|------------|--|

## 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, the Contractor will be required to provide the Certificate of Currency prior to commencement of works.

|                        |  |                    |  |
|------------------------|--|--------------------|--|
| <b>NAME OF INSURER</b> |  |                    |  |
| <b>POLICY NUMBER</b>   |  |                    |  |
| <b>POLICY LIMIT</b>    |  | <b>EXPIRY DATE</b> |  |

## 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><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>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.

## SUPPORTING DOCUMENTS

(Please indicate supporting documents that will be attached to your application)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Drawings for proposed works - location specific sketches or plans certified by an RPEQ  |
| <input type="checkbox"/> | Evidence demonstrating total value of works in road reserve / road-related area   |
| <input type="checkbox"/> | CoC of Public Liability Insurance   |
| <input type="checkbox"/> | Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS)   |
| <input type="checkbox"/> | Non-Engaged Contractors Site Access Occupancy Form EI-FRM-76  |
| <input type="checkbox"/> | Relevant Development Approvals, agreements, or licences   |
| <input type="checkbox"/> | Evidence of consultation with impacted landholders, businesses and organisations (public notices, social media postings, copies of correspondence, etc) |

## 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 will comply with the Standard Conditions annexed to this form and any additional conditions imposed by Council.

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|                               |       |      |
|-------------------------------|-------|------|
| <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

## DEPARTMENT USE ONLY

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

## APPLICATION NOTES

- 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.
- Council will begin assessment of your application upon receipt of the application fee.
- The application fee is non-refundable.
- 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. |

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|                                   |     |   |
|-----------------------------------|-----|---|
|                                   | 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<br>Assets &<br>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.   |
|                                   | 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   |

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|          |   |
|----------|---|
|          | <p>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.</p>  |
|          | <p>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.</p>   |
| Controls | <p>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.</p> |
|          | <p>17. Site Specific Quality, Safety and Environmental Management Plans must be provided to Council for approval prior to commencement of the approved works.</p>   |
|          | <p>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.</p>   |
|          | <p>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.</p>  |
|          | <p>20. The Applicant and any Contractor undertaking the proposed works must complete and return form – CORP-FRM-076 “Non-Engaged” Contractors and Site Access/ Occupancy Form prior to commencement of the Approved Works at the Approved Location.</p>   |
|          | <p>21. The Applicant, the Applicant’s agent or contractor must comply with any direction of Council or its authorised person.</p>   |
| General  | <p>22. Where applicable, the Approved Location must be reinstated to its original condition, and if directed under the approval, structures erected or installed be removed prior to the joint inspection that may be carried out at the end of the Approved Works by the Applicant and Council.</p>  |
|          | <p>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.</p>   |
|          | <p>24. All vehicles and equipment are to be kept clear of weeds, weed seeds and any other contaminates. 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.</p>   |
|          | <p>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</p>   |

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|  |     |   |
|--|-----|---|
|  |     | 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<br>(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.   |
|  | 5.  | All environmental requirements must be adhered to.  |
| For structure / equipment installations<br>(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.  |