



# 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 seven 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

You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission, or the disclosure is required by law.

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](mailto: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](mailto:info@whitsundayrc.qld.gov.au) [www.whitsundayrc.qld.gov.au](http://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