

**APPLICATION FOR GRID OR GATE PERMIT**

1. Complete this application form
2. Include all attachments
3. Sign the declaration
4. Post or email form and attachments ([council@hinchinbrook.qld.gov.au](mailto:council@hinchinbrook.qld.gov.au)) or PO Box 366 INGHAM Q 4850
5. Pay the prescribed application fee to Council as per the Fees and Charges
6. Council will issue you with approval to undertake works in a road reserve. Works are not permitted to commence until permit has been received.

**APPLICANT DETAILS**

Full Name			
Postal Address			
Email Address			
Contact Number		Fax:	

**APPLICATION TYPE**

Type of works to be undertaken	<input type="checkbox"/> Installation of new grid <input type="checkbox"/> Installation of new gate  <i>For the replacement, removal or maintenance of an existing grid or gate, please refer to an Application for Works in Road Reserve. This application is only required for new installations.</i>
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**GRID OR GATE DETAILS**

Road on which grid is or to be installed			
Adjacent Property Description	Lot	Plan	
Chainage at which grid is installed (Distance from start of road)			
Site Plan Attached	<input type="checkbox"/> Attach Site Plan detailing dimensions, alignments & structural elements		
GPS Co-Ordinates	E	N	
Type of Grid to be installed	<input type="checkbox"/> Prefabricated Grid <input type="checkbox"/> As per Council Standard <input type="checkbox"/> Other:		
Name of Manufacturer			
Is an Engineers compliance certificate enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(Attach copy of engineered plans of new grid structure). Are Engineering Plans attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**CONTRACTOR DETAILS** (Persons/Company Undertaking Works)

Contact Name			
Company Name			
Postal Address			
Email Address			
Contact Number		Fax:	

Electronic version current. Uncontrolled Copy current only at time of printing

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Authorised By: Infrastructure Services Delivery

Document Maintained By: Assets and Infrastructure

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Implementation Date: 20/08/2017

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**STANDARD CONDITIONS**

Below are the minimum standard conditions that apply to a works in road reserve permit. Additional conditions may apply, which will be listed on your approval notice.

- a. The contractor or person carrying out the construction works must have a current public liability insurance policy of no less than \$20,000,000 before commencing the works approved under the Permit issued by Council.
- b. Any interruption to traffic or pedestrian flow with the road reserve requires a Traffic Management Plan. All works on roads must include compliance with Part 3 of the Manual of Uniform Traffic Control Devices (MUTCD) provisions for warning, instructing and guiding road users safely through, around or past work sites on roads including footpaths.
- c. The Applicant will indemnify the Council against any claims whatsoever, including all costs and expenses arising from the works;
- d. Failure to comply with Council’s requirements may result in Council taking action and costs charged to the Approval holder;
- e. The constructor is to notify Council’s Engineering Compliance and Technical Officer, on Telephone 4776 4605, prior to the commencement of any works and following completion of the works to allow an inspection to be undertaken;
- f. All works are to be constructed so that no hazards are presented to the public;
- g. The Applicant is responsible for determining the location and depths of all services; All services, in the area of the works, are to be located prior to excavation works commencing. Services that may be in the footpath area can be located by contacting the “Dial Before You Dig” hotline on 1100 or by visiting their website www.1100.com.au. The Applicant must pay the cost to restore any damage caused.
- h. This Approval gives no consent for trees, shrubs, or plants to be removed;
- i. Work is to be completed within six (6) months of approval date, unless an extension of time is applied for and granted;
- j. Once grid / gate works are constructed to a satisfactory standard, the grid / gate will remain the asset of the property owner, maintenance of the grid / gate remains the responsibility of the property owner. Please note that the property owner is required to ensure that the grid / gate structure is maintained to a safe and serviceable condition.
- k. The persons undertaking the works, must minimise the effect of the construction activity on areas of conservation value or cultural heritage significance.
  - i. Hinchinbrook Shire Council must be notified of incidents, which cause or have the potential to cause material or serious environmental harm (as defined in the Environmental Protection Act 1994). This shall be in addition to notifying the Department of Natural Resources and Mines (DNRM), environment section or other administering authority, when required.
  - ii. Hinchinbrook Shire Council, must be notified, as soon as practicable, of meetings with, inspections, audits or visits from representatives of DNRM’s environment section or other state government department.
- l. Should any artefacts of cultural heritage significance be located during the works, the Cultural Heritage Coordination Unit of DNRM must be notified, and;
  - i. Identify and clearly mark out any cultural heritage sites to be protected.
  - ii. Cease your activities immediately in the vicinity of the find.
  - iii. Leave any found items undisturbed and erect a temporary barrier to deter access.

**DECLARATION**

I/We have read and understood the conditions of this permit and undertake to abide by and comply with all the conditions contained within this document.

I/We further undertake to abide by and comply with any special conditions of approval which the Council may impose as part of this approval agreement.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

CASHIER:	RECEIPT NO:	AMOUNT:	DATE:
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The request will not be processed until the prescribed fee has been paid. Payment can be made in person or by post. Credit card payments are also accepted. Contact Council on 4776 4600 for payment or fill out the following details.

CREDIT CARD DETAILS:                     MASTERCARD                     VISA  
 NAME ON CARD: .....  
 CARD NUMBER: .....  
 EXPIRY DATE: .....