

1. Please complete this application form and sign the declaration on the bottom of the application form.
2. Include all attachments so Council can process your application in a timely manner.
3. Ensure you sign the declaration at the bottom of this form.
4. Post or email the form and attachments to (council@hinchinbrook.qld.gov.au) or PO Box 366 INGHAM Q 4850 or deliver in person at the Council office located at 25 Lannercost Street, Ingham.
5. Pay the prescribed application fee to Council as per the Fees and Charges.
6. Once processed, Council will issue you with an approval to undertake works within the road reserve. Works are not permitted to commence until a permit has been received.

LOCATION OF PROPOSED WORK / SITE ADDRESS			
Street Address			
Property Description (E.g.) Lot and Plan			
APPLICANT DETAILS			
Full Name			
Postal Address			
Email Address			
Contact Number		Fax:	
CONTRACTOR DETAILS (Persons/Company Undertaking Works)			
Contact Name			
Company Name		ABN:	
Postal Address			
Email Address			
Contact Number		Fax:	
DESCRIPTION OF PROPOSED WORKS			
<u>Please note, you must submit a Site Plan with this Application which outlines proposed location, all dimensions of works and materials of construction.</u> ☐ Construction of Urban Access (Kerb & Channel Areas Only) ☐ Construction of Rural Access ☐ Construction of Footpath ☐ Construction of Crossover ☐ Construction of Driveway ☐ Installation of Services (details to be attached with application) ☐ Undertaking Clearing of Vegetation (specify purpose e.g. Fire Hazard Reduction) – Purpose: _____ ☐ Undertake Earthworks ☐ Stormwater Connection to Kerb or Council Pipe System ☐ Works or Event requiring partial or full road closure (Traffic Management Plan to be submitted with Application) ☐ Other (Please specify): _____			
Is this application a condition of a Development Approval ☐ Yes ☐ No			

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 indemnifies 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 on telephone 4776 4600 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. All trenches are to be backfilled to existing level and compacted to a suitable standard to ensure no holes or low lying areas result from the works;
- j. All disturbed areas are to be rehabilitated to match the existing environment. Grassed areas of disturbance are to be re-turfed;
- 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; and
 - ii. Hinchinbrook Shire Council, must be notified, as soon as practicable prior, 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; and
 - 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 (Receipting Code 863)

CASHIER:	RECEIPT NO:	AMOUNT:	DATE:
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