

Application to carry out works within Council Controlled Property

Council is collecting your personal information (e.g. name, address, phone number, email etc), for the purposes as outlined on this form. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information.

PART A Applicant Details

1 Applicant

Full name - Organisation or Individual

2 ABN

3 Address

Shop No. Street No. Street Suburb Postcode

4 Postal address

5 Contact details

Phone number Fax number Mobile number

Email Address

6 Preferred contact person's details

Name

Phone number

Fax number

Mobile number

Email Address

PART B Work Details

7 Type of proposed work

Please select and provide further details at item 9 below:

- Property Access (e.g. installation of driveway inverts & culverts)
- Works associated with Property (e.g. cleaning, painting, repairs, renovations)
- Private Infrastructure (e.g. pipeline installation, livestock grids & gates)
- Other (e.g. stormwater, boring/drilling, vegetation clearing, controlled burns)

8 Details of work

9 Extent of road reserve closure

Please select and provide further details at item 9 below:

- Part Footpath/Verge/Road Closure
 Full Footpath/Verge/Road Closure

10 Name & Address where work will be carried out

Name of Business or Property Owner

Shop No.	Street No.	Street	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

11 Date that work will commence

12 Date that work will conclude

13 Time that work will commence

14 Time that work will conclude

15 Is the location of the work adjacent to a State Controlled road?

- No
 Yes → Has the Department of Transport & Main Roads been notified? (Approval Required)
 No → Approval is required to be provided to complete this application
 Yes → Attach approval letter from Department of Transport & Main Roads

16 Do you require parking bays to be closed off?

- No
 Yes → How may parking bays? Please provide detailed location of parking bays.

17 Do you require the use of Council's facilities? e.g. water, electricity

- No
 Yes → Please describe (*Please note appropriate charges will apply*).

PART C Checklist

The following are required to be submitted with this application:

Site Plan

Public Liability Insurance Policy

Workcover Policy (if Organisation)

Traffic Guidance Scheme

PART D Declaration & Signature

I, the Applicant understand and agree to the following:

- (a) That work carried out on Council property is in accordance with all relevant legislation including Environmental Protection Act, Work Health and Safety Act and Transport Operations (Road Use Management) Act and relevant codes and standards;
- (b) Before proceeding with any work the Applicant must give all notices to, and obtain all relevant approvals, permits and consents from utility service providers, State and Commonwealth Governments, including Department of Transport and Main Roads for roads under their control and Queensland Police Service and comply with their requirements;
- (c) The Applicant is to indemnify Council against any public liability injury and/or property claims arising from the works;
- (d) The Applicant agrees to pay all costs and charges incurred in the reinstatement to Council standards, any damage caused to the road, street furniture, constructed kerbing and water channeling, stormwater system and/or constructed footways or public services as a result of the activities associated with the work stated, whether by their own operations or those of their sub-contractors, agents, manufacturers, cartage contractors or other delivering or removing any materials to or from the site. Council may require an on-site inspection prior to works commencing;
- (e) All road closures, part road closures, traffic control and pedestrian diversion shall be carried out in accordance with the Manual of Uniform Traffic Control Devices, Part 3. In particular, preparation and implementation of Traffic Management Plans and Traffic Guidance Schemes are to be carried out by competent persons as defined in the MUTCD;
- (f) The Applicant has obtained, reviewed and will comply with any relevant Council Drawings and Standards;
- (g) The Applicant and the Applicant's agent or contractor must comply with any direction of Council or its authorised person.

Name of Signatory (If Applicant is an organisation)

Position of Signatory e.g. Owner, Manager

Signature and Date

APPLICATION LODGEMENT:

Applications may be lodged as follows:

- By Email: ceo@bundaberg.qld.gov.au – scanned copy with signatures only
- By Post: Mail to Bundaberg Regional Council, PO Box 3130, Bundaberg QLD 4670
- In person: At your local Customer Service Centre (8:15 am - 4:45 pm Monday to Friday)
- Bundaberg Administration Centre, 190 Bourbong Street, Bundaberg
 - Bargara Service Centre, Shop 3, 15 See Street, Bargara
 - Childers Service Centre, 45 Churchill Street, Childers
 - Gin Gin Service Centre, 4 Dear Street, Gin Gin

OFFICE USE ONLY – CUSTOMER SERVICE			
Date Received:		CSO:	
Sent to Records:	<input type="checkbox"/> Yes <input type="checkbox"/> No		