



CASSOWARY COAST REGIONAL COUNCIL
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Works on Roads - Approved Form 4.23 Alteration or Improvement of Local Government Controlled Areas or Roads

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

Cassowary Coast Regional Council Local Law No. 4 (Local Government Controlled Areas and Roads) 2022

Cassowary Coast Regional Council Subordinate Local Law No. 4 (Local Government Controlled Areas and Roads) 2022

Information Privacy Statement:

Your personal information has been collected for the purpose of assessing your Application for a Permit. The collection of your information is authorised under the *Local Government Act 2009*. 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 Council permission or the disclosure is required by law.

- All names are to be correctly spelt throughout this form.
- Applications are to be returned to Councils Customer Service team or via email to shared.engineering@ccrc.qld.gov.au
- Approval is not granted until written approval is received from Council.
- Application assessment and approvals can take up to three (3) weeks.

APPLICANT details

Note: the applicant is the person responsible for making the application. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant including appropriate fees and charges.

Title:		Family Name:		Given Name:	
Phone / Mobile:		Email Address:			
Residential Address:					
Postal Address if different from above:					

Who will undertake the works:

Applicant

Contractor acting on behalf of the applicant (*details required below*)

CONTRACTOR details

Note: details are requested to enable Council to identify the party undertaking the approved works. The applicant is responsible for ensuring that any contractor engaged to undertake the works holds all relevant licences, qualifications, competencies, tickets and insurances required to perform the works for the duration of the approved activities.

Business Name:		ABN:	
Phone / Mobile:		Email Address:	
Residential Address:			

PROPOSED WORKS details

Note: detailed information is required regarding the proposed alteration works. Council approval is required before any works are to commence.

Address:			
Lot and Plan Number:			
Detail the proposed works:			

Start date of proposed works:		Finish date:	
Will the works interfere with pedestrian or vehicular traffic? If yes, please tick and provide the appropriate traffic management documentation: Traffic Management Plan Traffic Guidance Scheme			

CHECKLIST

Applications will not be assessed until all required information is provided. Please ensure the following information is attached upon submission.

- Site map, plans and supporting photographs of the proposed works area.
- Details of any proposed drainage works, including pipes or culverts (if applicable).
- Contractor details, including relevant licences and insurances (if applicable).
- Evidence of property owner consent, where the applicant is not the owner.
- Traffic Guidance Scheme and/or Traffic Management Plan where required.

APPLICATION FEE

Application fees are non-refundable and non-transferable. Approval will not be granted until all applicable fees and charges have been paid in full prior to the commencement of works. Council's current Fees and Charges are adopted annually and published on Council's website.

Works on Roads Application Fee	\$120.00
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APPLICANT Declaration

I declare that the information provided within this application is true and correct to the best of my knowledge. I acknowledge that any works undertaken within the road reserve require Council approval and must be completed in accordance with Council conditions, relevant standards and legislative requirements. I understand that any unauthorised or non-compliant works may result in remedial action being required at my expense.

Full Name:		Signature:		Date:	
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CASSOWARY COAST REGIONAL COUNCIL INTERNAL USE ONLY

Applicant Name:			
Assessment Officer:		Approved/Rejected:	
Date of assessment:		Signature of Officer:	

Criteria for Assessment of Application

General Criteria under *Local Law No. 1 (Administration) 2022*

Council must assess your application against the general criteria:

1. if a separate approval under an Act, a law of the Commonwealth or the **planning scheme** is required, the separate approval has been granted and the conditions of the approval have been or will be complied with;
2. the proposed operation and management of the activity is adequate to protect public health, safety and amenity and prevent environmental harm;
3. the grant of the **permit** would be consistent with the purpose of any relevant local law;
4. the proposed operation and management of the activity would be consistent with any additional criteria prescribed for the activity under a local law;
5. the proposed operation and management of the activity would be consistent with **best practice management**;
6. if the application relates to trust land, the grant of the **permit** would be consistent with the terms and conditions of the trust;
7. if the application relates to a **prescribed activity**, the grant of the approval would be consistent with any requirements or criteria specified in the relevant Local Government Acts in relation to the approval or **permit**;
8. the granting of the **permit** is beneficial for the good rule and governance of the local government area;
9. the granting of the **permit** would not be detrimental to the good rule and governance of the local government area;
10. whether the applicant and **responsible person** are **suitable persons**.
11. whether the granting of the **permit** would be reasonable in the circumstances; and
12. whether an approval for the same or similar activity was given under the **repealed local laws**.

Additional criteria under *Local Law No. 4 (Local Government Controlled Areas and Roads) 2022*

Council must assess your application against the additional criteria that apply to this activity specifically:

13. that the alteration or improvement would not significantly detract from the capacity of the road to provide a vehicular, and where relevant, pedestrian thoroughfare;
14. that the alteration or improvement would not constitute a nuisance or a danger to any person or property;
15. that the alteration or improvement would not obstruct access from the footway to kerbside parking;
16. that the alteration or improvement would not adversely affect the amenity of the area or the environment;
17. that the alteration or improvement would not adversely affect the existing services located in, along, over or adjacent to a road.