



# Permit to Make Alterations or Improvements to a Road Request / Authority Form

*This form is to be used to request authority to undertake work on land under management of Cook Shire Council. A fee of \$112.50 must be paid when submitting this application. A fee of \$33.00 is required to issue a permit to make alterations or improvements to a road.*

## Section 1 - APPLICANT DETAILS

First name  Last name   
 Company   
 Postal address   
 Locality/Suburb  State  Postcode   
 Phone  Mobile   
 Email   
 Preferred method of correspondence     Phone                       Mail                       Email

## Section 2 – REQUIREMENT OF APPLICATIONS

All the following information **MUST** be included as part of this permit application.

	Information Provided
Location details (a location plan) and specific details of proposed work, including any known impact on other infrastructure and users of the road and land. If necessary, drawings should be attached to fully describe the proposed works.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Copies of current Public Liability and Workers Compensation certificates	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Copies of qualifications or accreditations shall be attached where work requires such qualifications	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
A Traffic Management Plan certified by a person accredited to make and approve such plans	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
A photographic dilapidation report	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
A copy of a Development Permit relating to the proposed works	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
For any excavation, has an 'Dial Before You Dig' been undertaken?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
If YES, are the required permits in place from the relevant service authority?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Driveway crossovers must be as per FNQROC Standard Drawings – Available via <a href="#">FNQROC Website</a>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

If you have any queries, please contact Council on 07 4082 0567

## Section 3 – DETAILS OF PROPOSED WORK

Street Address   
 Locality  Property Lot and Plan   
 Date of proposed work   
 Type of proposed work     Cross-over access     Conduit under Council road  
 Other, please specify:

Are there any trees within 2 meters of work area?     Yes     No

### Section 3 – DETAILS OF PROPOSED WORKS.....continued

Details of works – (Please attach separate sheets and pages if required)

### LODGEMENT

By signing this form, the applicant agrees to provisions of a defect liability period of 12 months from the certified date of practical completion for any reinstatement works.

Signature  Date

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

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#### OFFICE USE ONLY

G/L: 2021.105.89

Date Received:	<input type="text"/>	Application Fee* GL 1200.0105.0089	<input type="checkbox"/> \$112.50 (no GST)
Received by:	<input type="text"/>	Permit Fee* GL 1200.0105.0089	<input type="checkbox"/> \$33.00
Receipt number:	<input type="text"/>	*Minimum Charge Fees subject to variation, dependent on location and scope of works	

**Approved:**  Yes  No

**Conditions:**

Authorising officer:

Signature:  Date:

**Final/Completion Inspection**  Yes  No Conducted by:  Date: