

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 \$118.00 must be paid when submitting this application. A fee of \$35.00 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 FNQROC Website	<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.

Cook Shire Council

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COOKTOWN QLD 4895

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Website: www.cook.qld.gov.au

OFFICE USE ONLY

G/L: 2021.105.89

Date Received:	<input type="text"/>	Application Fee* GL 1200.0105.0089	<input type="checkbox"/> \$118.00 (no GST)
Received by:	<input type="text"/>	Permit Fee* GL 1200.0105.0089	<input type="checkbox"/> \$35.00
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

Conducted by:

Date: