


**DRAFT Installing or altering infrastructure within a council controlled road verge permit application**

*Sunshine Coast Regional Council Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1 (Administration) 2016*

1. Applicant details		
Surname		
Given names	Date of birth	
Postal address		
Suburb	State	Postcode
Email address	Mobile	
<input type="checkbox"/> I am the property and building owner adjacent to the location of proposed works		

2. Installing or altering infrastructure - \$253 (non-refundable)
Location/address
Detail of infrastructure (including dimensions)
Reasoning why
Materials and equipment to be used
<input type="checkbox"/> Site plan attached - <i>Aerial map showing measurements between property boundary and road, size and proposed location of infrastructure</i>

3. Duration of works
Preferred work start date (please allow ten (10) working days from receipt of correct application)
Estimated works duration

4. Will you be utilising a contractor to complete works?	
<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide below details)	
Business Name	
Contact person	Contact Number

**Privacy**  
Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

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Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

**Caloundra office** 1 Omrah Avenue Caloundra Qld 4551

**Maroochydore office** 10 First Avenue Maroochydore Qld 4558

**Nambour office** Corner Currie and Bury Streets Nambour Qld 4560

**5. Will you require machinery or vehicles to complete works?**

Yes  No (If yes, please provide below details)

Machinery/Vehicle Type	Registration number
Machinery/Vehicle Type	Registration number
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**6. Criteria - Additional requirements to be met by applicant:**

The proposed activity will not obstruct normal use of footpaths for pedestrians and cyclists.

- Where there is no formed path a minimum 1.8m width for pedestrian access will be maintained (Note: the pathway can be unformed (i.e. not concrete) and can meander.)
- A minimum of 600mm will remain for individuals to access letter boxes, motor vehicles parked against the kerb and a location to place bins for rubbish collection.

The proposed activity will not obstruct any view sight lines, or cause distraction to pedestrian traffic or vehicular traffic when using the road especially at intersections and entering or exiting a driveway, or impede vistas from any premises.

The proposed activity will not obstruct access to utility services, above or below ground, or interfere with any existing infrastructure.

The proposed activity will not likely cause a hazard or risk to the environment or members of the public.

This request is not to install infrastructure within a new or existing garden bed on the road verge.

This request is not to install artificial turf within the road verge.

**Please ensure you thoroughly read through the conditions that may be imposed on a Permit, available on council's website ([link to be provided](#)).**

**7. The following documentation must be provided in order for the application to be considered**

Proof of Dial Before You Dig notification (for activities involving digging)

Photographs of proposed location of works

Proof of consent from immediate neighbours

Site plan - Aerial map showing measurements between property boundary and road, size and proposed location of infrastructure

Depending on the type of infrastructure, you may be required to engage a registered Building Certifier to gain a current Building Development Permit for the proposed building works. Please check with a private certifier.

**IMPORTANT:**

- If the application is approved, the applicant holder must maintain, at all times during the approval, a Certificate of Currency (Public Liability Insurance) minimum of \$2 million (\$2,000,000) and covering the area occupied by the proposed works.
- If the application is approved a Deed of Consent may be a requirement to be signed in conjunction with the permit.
- Upon completion of works photographs of the installed or altered infrastructure will be required to be presented to council.

**8. Payment options**

<input type="checkbox"/> In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).			
<input type="checkbox"/> By mail/email	Cheque or money order to be made payable to: Sunshine Coast Regional Council.			
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
	Card number		Expiry date	Amount \$
	Name on card		Signature of cardholder	
	Phone		Is a receipt required?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**9. Declaration of applicant**

I/We, as the applicant, acknowledge that the acceptance of the application and payment of the permit application fee does not bind the Sunshine Coast Regional Council to issue a permit.

I/We agree to comply with all Sunshine Coast Regional Council local laws and/or all other statutes and agree to pay all costs associated with the reinstatement of any damage caused to council infrastructure, landscaping or other public utilities as a result of the proposed activities associated with the application. This includes all work carried out on the applicants behalf by any agent, sub-contractor, manufacturer or others engaged to deliver remove or carryout any part of the proposed work.

I/We declare that appropriate public liability insurance will be held during the lifetime of the approval that notes Sunshine Coast Council as an interested party and covers the prescribed activity subject of this application.

I/We agree to indemnify, release and discharge the Sunshine Coast Regional Council against any loss, damage or expense (including all legal costs), arising from any claim, demand, action, suit or preceding that may be made or brought by any person against council as a direct result of the proposed work.

I/We acknowledge that council reserves the right to amend, suspend, restrict or cancel this permit in the event of any concerns regarding non-compliance. Any deviations from the conditions shall void this permit and render the applicant and/or contractor liable under the relevant road and park local laws and subordinate local laws.

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.

Signature	Date
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**OFFICE USE ONLY**

Application no.	Amount paid	Date paid	Receipt no.	Initials / Signature	Date / date stamp
	<input type="checkbox"/> \$253 – Installing or altering infrastructure				
Notes to Customer Contact:					
Load rules application to property number					
Receipt to application number					
<input type="checkbox"/> Customer Contact forward to Corporate Records for EDDIE					
<input type="checkbox"/> Corporate Records forward to Community Land Permits inbox in EDDIE					
<input type="checkbox"/> Loaded by Admin – BAGS Number _____					
<input type="checkbox"/> Inspection/Assessment - Parks Service Delivery Leader					
Pre-Inspection conducted on date: _____					
			Approved / Not approved		