

WORKS ON COUNCIL PROPERTY APPLICATION & INFORMATION SHEET

How to Apply for Authorisation to Develop the Verge Area

If you wish to develop the verge area outside of your property boundary other than for grassing purposes, you are required to complete and submit this application to work on Council property. This form should be **lodged at least ten (10) days prior to any work commencing**.

Items to Consider for Any Proposed Works on Council Property

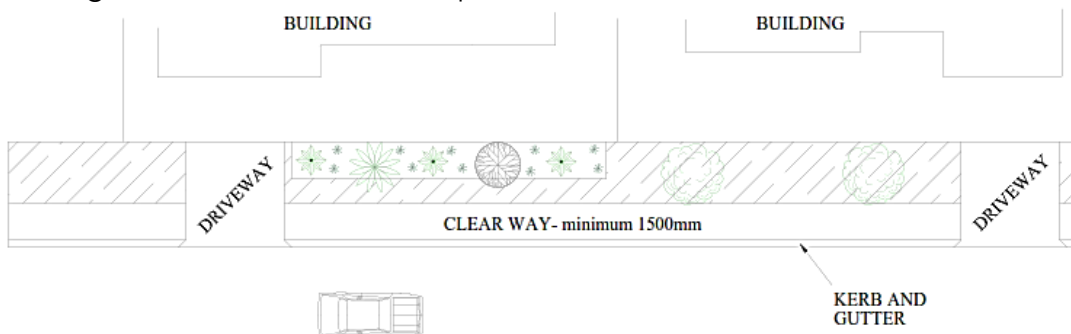
It is **strongly recommended** that the following items are given serious consideration and the appropriate design be adopted to incorporate these requirements;

- ✚ Gates – gates are to open **inward** onto **your property** and **NOT** outwards onto Council land



- ✚ Driveway location – driveways must be located more than 6.0 metres from the tangent point of a road corner

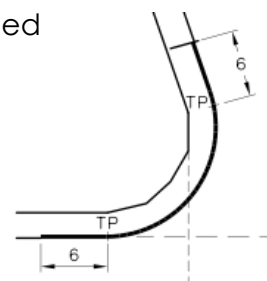
- ✚ Pedestrian access – development should not prevent pedestrians from walking safely along the footpath area, regardless of whether a footpath has been constructed or not



- ✚ Aesthetics – ensure aesthetics of the verge and surrounding area is maintained

- ✚ Drainage – the area should be able to properly drain

- ✚ Service maintenance/installation – development should not prevent any Service Authority or the Council from installing new services or maintaining existing services



- ✚ Residential driveway widths – driveways must be a **minimum of 3.0 metres wide** and the total width of all access driveways **is not to exceed 8.0 metres**

- ✚ Commercial/Industrial driveway widths – driveways must be a **minimum of 6.0 metres wide** and the total width of all access driveways is not to exceed 16.0 metres or 50% of the length of the road frontage, whichever is the lesser



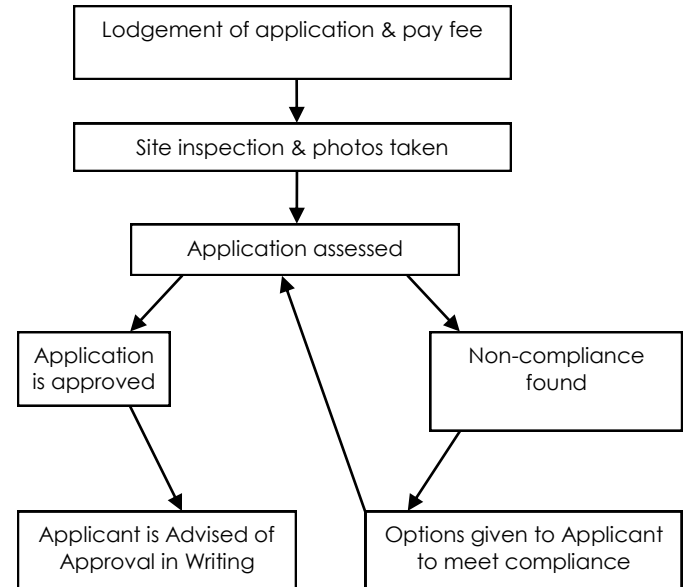
APPLICATION PROCESS & STANDARD CONDITIONS

Application Process:

This flow chart provides a general indication of the process your application will go through from lodgement to approval or refusal.

Each application is required to be submitted at least **ten business days prior to any work commencing**.

Council *strongly* suggests that applicants refrain from ordering materials for construction of their proposed structure(s) and/or contracting builders until approval is obtained as payment of the prescribed fee DOES NOT guarantee approval.



Standard Conditions:

Should Council grant approval to develop your verge, conditions which include, but are not limited to the following, may be imposed on your approval:

CONDITION	WHEN CONDITION IS IMPOSED
This permit applies to construction with road reserves only. Any works inside the property boundaries shall comply with the requirement of City of Mount Isa Planning Scheme;	Always
The applicant is to physically identify the location of Council services prior to the commencement of any excavation work;	Always
Any disturbance or damage to Council's footpath, road pavement including road furnishings or to other public assets is to be reinstated by the applicant to Council's satisfaction at the completion of works;	Always
All signage or road closure/s shall be in accordance with the AS 1742 - <i>Manual on Uniform Traffic Control Devices</i> . If road closure is require the applicant shall contact Council and obtain approval for "Temporary Road Closure Permit";	If applicant proposing to construct a driveway
No structure, vehicle or equipment shall cause a hazard before, during or after the construction;	
The proposed structure/construction works shall not pose a tripping hazard to the pedestrians;	
Other underground services are to be identified and located through "Dial Before You Dig 1100" before commencement of work at applicant's cost;	Always
Do not under any circumstances bury any services pits. The applicants are to contact relevant services provider for any requirements working around the services;	Always
Council is indemnified of all liability arising directly or indirectly from the construction works or works associated with such.	Always



DEFINITIONS

Some useful definitions are provided below:

Residential Driveway (Crossing)

To construct or repair a driveway on the verge for residential single unit dwellings.

Commercial Driveway (Crossing)

To construct or repair a driveway on the verge for commercial premises including industrial units, multi dwellings and townhouses/units.

Construct/Repair Footpath

To repair or construct pedestrian footpaths.

Planter Box

To deposit a planter box or boxes on the verge. Not deemed appropriate in residential areas.

Permission to Excavate Roadway/Verge

Permit to open up or break the surface of any part of any street or verge, or to dig or remove any turf, sand, clay, soil or material from any part of any street or verge, for any lawful purpose. **Examples:** maintenance to utility services, construct infrastructure, geological drilling and roadway/verge enhancement (tree planting or irrigation).

Connect to Council Stormwater Drainage

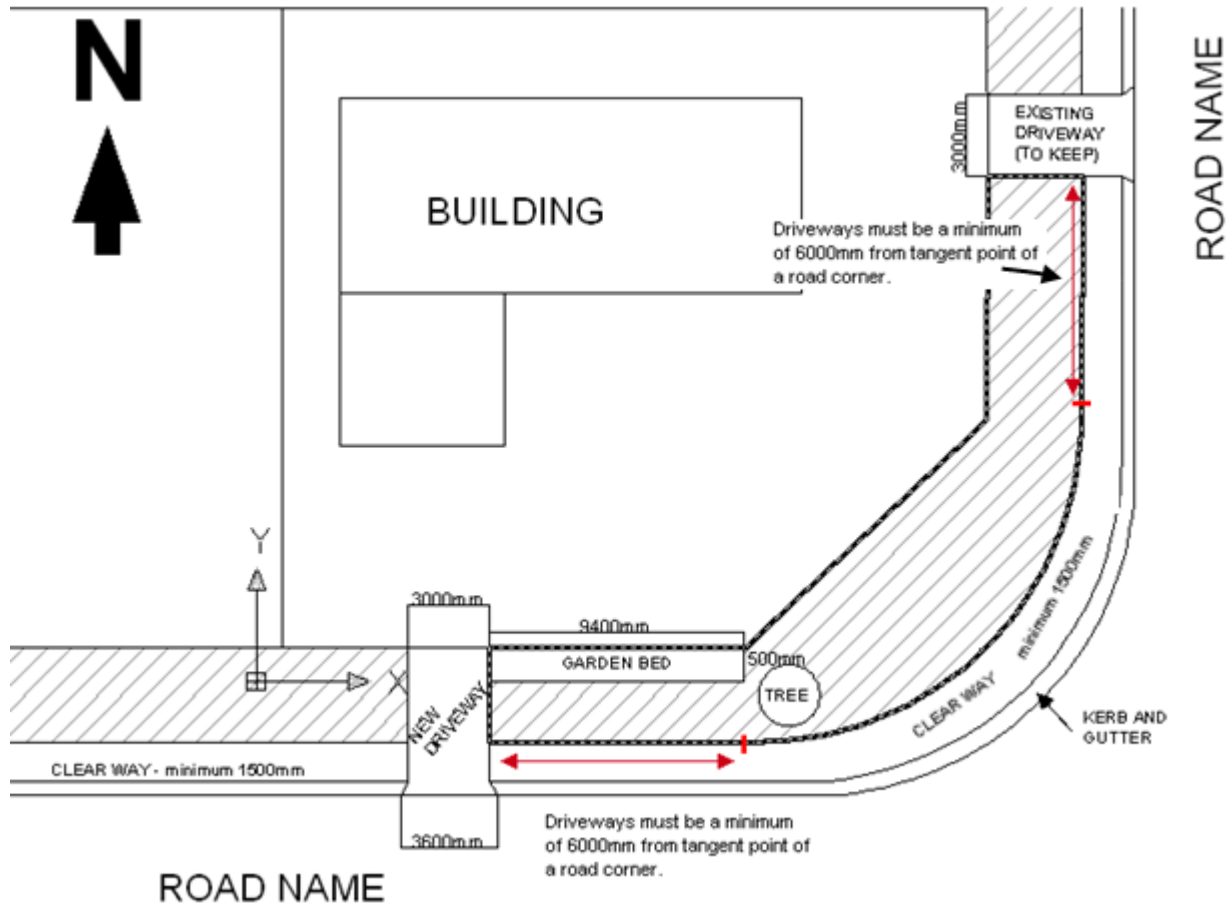
Dig verge to lay drainage in order to connect to Council stormwater. Examples: connecting stormwater pipe/s to any of the following: kerb and channel, open drain, swale, enclosed drainage, stormwater gully or a culvert.

Footpath is the constructed strip of path for pedestrian use. **Verge** is the strip of land from the property alignment to the kerb including the footpath and is commonly known as the 'nature strip' or 'road reserve'.



SITE PLAN EXAMPLE

If you elect to submit an unscaled site plan, it is your responsibility to ensure that it is of a **neat and legible nature**, with all dimensions and distances clearly marked. Council may request a better quality plan, should your submitted plan not be deemed adequate.





APPLICATION FORM – WORKS ON COUNCIL PROPERTY

THIS SHEET TO BE RETURNED TO COUNCIL

Contact Council if you have any specific enquiries regarding how to complete this form.
Type or print clearly and select boxes where applicable. Write "n/a" if the question does not apply.
Fees will be applied as per Council's Register of Commercial Charges for the current financial year.

APPLICANT DETAILS

<input type="checkbox"/> Permanent Works		<input type="checkbox"/> Temporary Works	
<input type="checkbox"/> Property Owner		<input type="checkbox"/> Contractor	
<input type="checkbox"/> Property Occupier			
<small>NOTE: If you are not the property owner, you must provide owner's permission to perform works on their behalf.</small>			
Applicant Name			
Organisation Name <small>(if applicable)</small>			
Postal Address			
State		Post Code	
Contact Number		Mobile	
Email			
APPLICANT SIGNATURE			

LOCATION OF PROPOSED WORKS

Property Address			
Lot No		Plan No	

PROPERTY OWNERS PERMISSION

NOTE: All registered property owners MUST sign below. If you are unable to get this form signed by owner(s) please attach proof of owner(s) acknowledgement for the works to be carried out.

I/We the owner(s) of the property identified in Section 2 give permission for the applicant to perform the following works on my behalf.

Owner Name		Signature		Date	/ /
Owner Name		Signature		Date	/ /

ACTIVITY DETAILS

NOTE: Refer to page 2 for descriptions. Multiple activities can be selected.

Residential Driveway
 Commercial Driveway
 Connect to Council Stormwater Drainage
 Construct / Repair Footpath
 Planter Box
 Other:

Further Details:

FURTHER DETAILS

To assist Council assess your application; please answer the questions below. Mark "NO" if question does not apply.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Will the driveway provide access to a commercial / industrial development?
<input type="checkbox"/>	<input type="checkbox"/>	Is the driveway part of a development approval?
<input type="checkbox"/>	<input type="checkbox"/>	Are you only upgrading your existing driveway?
<input type="checkbox"/>	<input type="checkbox"/>	Or Is this for a second driveway (separate to your existing driveway)?



DATES REQUIRED / PROPOSED COMMENCEMENT DATE

From Date		To Date	
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LODGEMENT OF SUPPORTING DOCUMENTATION

<p>YES N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> The appropriate fee has been paid</p> <p><input type="checkbox"/> <input type="checkbox"/> Property owner's permission</p> <p><input type="checkbox"/> <input type="checkbox"/> Dial Before You Dig (Phone: 1100) has been contacted</p>	<p>YES - a site plan must be submitted</p> <p><input type="checkbox"/> A detailed site plan to scale, which includes, but is not limited to, the following:</p> <ol style="list-style-type: none"> a. Layout of the site including the property boundary and road frontage/s (if corner allotment) b. North arrow c. Proposed works d. Existing structures
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I / We as applicant/s hereby agree to comply in all respects with the conditions for the relevant permit/s and/or endorsed hereon and indemnify Mount Isa City Council against claims (including claims made against the holder of the licence by Mount Isa City Council for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the licence.

Applicants Signature		Date	
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OFFICE USE ONLY

Received By		Date	
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Receipt No		Amount	\$
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<input type="checkbox"/> Detailed site plan to scale attached	<input type="checkbox"/> Property owner's signature attached
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COUNCIL COMMENTS AND CONDITIONS

Officer		Position	
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Signature		Date	
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Approval is granted for the purpose and times specified by the applicant? YES / NO

Date approval letter posted		File No	
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		IRN	
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Officer		Position	
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Signature		Date	
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PRIVACY STATEMENT
 The information collected on the Form will be used by Mount Isa City Council Planning, Building & Environmental Section in accordance with your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Information Privacy Act 2009) or as required by law. This information may be stored in the Council database. The information collected will be retained as required by the Public Records Act 2002.