

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

☐ Permanent Works

☐ Temporary Works

☐ Property Owner

☐ Contractor

☐ Property Occupier

NOTE: If you are not the property owner, you must provide owner's permission to perform works on their behalf.

Applicant Name

Organisation Name
(if applicable)

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

☐ ☐ Will the driveway provide access to a commercial / industrial development?

☐ ☐ Is the driveway part of a development approval?

☐ ☐ Are you only upgrading your existing driveway?

☐ ☐ Or Is this for a second driveway (separate to your existing driveway)?

**DATES REQUIRED / PROPOSED COMMENCEMENT DATE**

From Date

To Date

LODGEMENT OF SUPPORTING DOCUMENTATION**YES N/A**

- ☐ ☐ The appropriate fee has been paid
- ☐ ☐ Property owner's permission
- ☐ ☐ Dial Before You Dig (Phone: 1100) has been contacted

YES - a site plan must be submitted

- ☐ A detailed site plan to scale, which includes, but is not limited to, the following:
- Layout of the site including the property boundary and road frontage/s (if corner allotment)
 - North arrow
 - Proposed works
 - Existing structures

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

OFFICE USE ONLY

Received By

Date

Receipt No

Amount

\$

- ☐ Detailed site plan to scale attached ☐ Property owner's signature attached

COUNCIL COMMENTS AND CONDITIONS

Officer

Position

Signature

Date

Approval is granted for the purpose and times specified by the applicant?

YES / NO

Date approval letter posted

File No

IRN

Officer

Position

Signature

Date

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.