

INFORMATION REGARDING THIS APPLICATION

This form is to be used to apply for works or activities for which approval is required under the *Local Government Act 2009*. This approval includes the construction, maintenance, upgrading or conducting of the works/activities.

This form is to be submitted no later than 10 working days prior to the work/activity commencing. If this application is accompanied by Traffic Management Plans relating to a road closure, the 10 working day time frame does not commence until all Traffic Management Plans have been accepted. Please allow extra time for changes to be made to Traffic Management Plans, if required to do so. This form may also be used for the renewal/extension of an existing permit.

APPLICANT DETAILS - The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions

Company			
Applicant Name			
Postal Address			
Contact Number		Email Address	

CONTRACTORS DETAILS

(If the applicant is the property owner or supervising company, the contractors details must be supplied)

Company			
Contact Name			
Postal Address			
Contact Number		Email Address	

APPLICATION TYPE - Payment must accompany application

2025/26

<input type="checkbox"/> Approval to close a section Council road reserve (includes carparks, footpath or the side of the road) Application Fee \$ 112.00	<input type="checkbox"/> Approval to work within a Council road reserve (Require copy of the Public Liability Insurance Policy that work will be carried out under) Application Fee \$ 112.00
<input type="checkbox"/> Approval for the use of a Council road reserve (e.g. cycling event) Application Fee \$ 112.00	<input type="checkbox"/> Extension of an existing approval Application No: _____ Required Expiry Date: _____ Application Fee \$ 58.00

SITE DETAILS

Site Address			
Legal Description	Lot		Plan

PURPOSE FOR APPLICATION

Type of Activity	<input type="checkbox"/> Construction	<input type="checkbox"/> Hoisting
	<input type="checkbox"/> Excavation	<input type="checkbox"/> Special Event
	<input type="checkbox"/> Laying of a private Pipeline	<input type="checkbox"/> Other:

DESCRIPTION OF WORKS/EVENT

DURATION OF APPROVAL

Commencement Date

Completion Date

TEMPORARY CLOSURE

Is closure required :

☐ Yes (Please complete below)
 ☐ No

Time of closure of event

Start Time

End Time

Type of closure

☐ Full road
 ☐ Half road
 ☐ Side of road
 ☐ Footpath
 ☐ Carpark

Closure period

☐ Mon-Fri
 ☐ Mon-Sat
 ☐ All week
 ☐ Fri- Sat
 ☐ Sat Only

Traffic Management Company

REQUIRED INFORMATIONThe following documents must be submitted with your application

- ☐ A **plan** of the work/event area
☐ A copy of the **Public Liability Insurance Policy** that the works/event will be carried out under
☐ a **Traffic Guidance Scheme** and/or **Risk Assessment** must be provided for any works within a road reserve.
 These must be produced by a suitably qualified person.
☐ A **Traffic Management Plan** (is only required if 'Temporary Closure' section is completed)

DECLARATION

I/we the applicant/s request the approval/renewal of approval to carry out works or activities within Scenic Rim Regional Council's road corridor, as specified in the *Local Government Act 2009*. I/we warrant that the information contained within and/or attached to the application is true and accurate to the best of my/our knowledge.

Signature

Date

PRIVACY STATEMENT**Important Notice**

In completing this form, you are providing personal information such as your name and contact details to the Scenic Rim Regional Council. These details will be used for processing this form and your personal information will only be accessed by officers authorised to do so. Your personal information is handled in accordance with the Information Privacy Act 2009 and the Information Privacy and Other Legislation Amendment Act 2023. This information will not be disclosed to a third party unless with your consent or as required by law.

PAYMENT TO BE ACCOMPANIED WITH APPLICATION

Credit Card details provided with application

☐ Yes
 ☐ No

Cheque/Money Order enclosed

☐ Yes
 ☐ No

Cash paid in person when lodging application

☐ Yes
 ☐ No
CREDIT CARD AUTHORISATION (IF APPLICABLE)

Cardholders Name

Type of Card

☐ Visa
 ☐ Master Card

Card Number

____ / ____ / ____ / ____

Expiry

____ / ____

Amount \$

COUNCIL USE ONLY

2025/26

Receipt #

Date

Amount \$

RID #

Receipt
CRM Application**TO SUBMIT YOUR FORM TO COUNCIL**

By Mail

Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285

By E-Mail

mail@scenicrim.qld.gov.au

Phone

(07) 5540 5111

In Person

Beaudesert Customer Service Centre
 Boonah Customer Service Centre
 Tamborine Mountain Library & Customer Service

82 Brisbane Street, Beaudesert
 70 High Street, Boonah
 Cnr Main St & Yuulong Rd, Tamborine Mountain