

## 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

<b>Company</b>			
<b>Applicant Name</b>			
<b>Postal Address</b>			
<b>Contact Number</b>		<b>Email Address</b>	

## CONTRACTORS DETAILS

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

<b>Company</b>			
<b>Contact Name</b>			
<b>Postal Address</b>			
<b>Contact Number</b>		<b>Email Address</b>	

## APPLICATION TYPE - Payment must accompany application

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

## SITE DETAILS

<b>Site Address</b>			
<b>Legal Description</b>	<b>Lot</b>		<b>Plan</b>

## PURPOSE FOR APPLICATION

<b>Type of Activity</b>	<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

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**DURATION OF APPROVAL**

<b>Commencement Date</b>		<b>Completion Date</b>	
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**TEMPORARY CLOSURE**

<b>Is closure required :</b>	<input type="checkbox"/> Yes ( <i>Please complete below</i> )				<input type="checkbox"/> No
<b>Time of closure of event</b>	<b>Start Time</b>		<b>End Time</b>		
<b>Type of closure</b>	<input type="checkbox"/> Full road	<input type="checkbox"/> Half road	<input type="checkbox"/> Side of road	<input type="checkbox"/> Footpath	<input type="checkbox"/> Carpark
<b>Closure period</b>	<input type="checkbox"/> Mon-Fri	<input type="checkbox"/> Mon-Sat	<input type="checkbox"/> All week	<input type="checkbox"/> Fri- Sat	<input type="checkbox"/> Sat Only
<b>Traffic Management Company</b>					

**REQUIRED INFORMATION**

The 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.

<b>Signature</b>		<b>Date</b>	
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**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**

<b>Credit Card details provided with application</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Cheque/Money Order enclosed</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Cash paid in person when lodging application</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**CREDIT CARD AUTHORISATION (IF APPLICABLE)**

Please note: A surcharge of 0.34% will apply to credit card transactions

<b>Cardholders Name</b>		<b>Type of Card</b>	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card
<b>Card Number</b>	____ / ____ / ____ / ____	<b>Expiry</b>	____ / ____	<b>Amount</b> \$

**COUNCIL USE ONLY**

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<b>Receipt #</b>	<b>Date</b>	<b>Amount \$</b>	<b>RID #</b>	<b>Receipt CRM Application</b>
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**TO SUBMIT YOUR FORM TO COUNCIL**

<b>By Mail</b>	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285		
<b>By E-Mail</b>	mail@scenicrim.qld.gov.au	<b>Phone</b>	(07) 5540 5111
<b>In Person</b>	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	