

General Guide to Road and Footpath Permit

What is a Road and Footpath Permit?

The Road and Footpath permit allows residents and businesses to undertake limited and temporary activities in the road reserve, subject to conditions and with council approval.

Why does council need a Road and Footpath Permit?

Under the Local Government Act, council must approve works within the road reserve. The Road and Footpath permit allows council to:

- approve activities in the road reserve;
- control the quality of inherited community assets;
- minimise the disruption to the general community from works;
- ensure community safety;
- preserve existing community assets.

When do I need a Road and Footpath permit?

All activities described below are prescribed activities and are controlled under Local Law 1 and require a permit.

Domestic

- a) When undertaking works in the road reserve eg. stormwater connection from dwelling to kerb: or
- b) The temporary occupation of the road reserve by a private resident for non profit purpose eg. *shipping container, mini skip, stored equipment, building materials or hoarding.*

Commercial

- Applies to **existing** retail outlets, multi-dwelling residential, industrial or commercial buildings & commercial building contractors activities.

- All proposed closures or any disruption within the Road Reserve for any work where work has been approved by a private certifier.
- Crane lift or similar request to occupy community land.
- Park Road Load Limit Exemption.

Other

- Short term commercial (less than 6 hours no road or lane closure)
- All other requests for the occupation of road reserve or community land where there is a possible risk of damage to a community asset.

What is the cost?

Each application has an application fee (to cover Council's administration costs) and must provide a bond as security for the proposed works.

The bond may be used to cover the cost of replacing any damaged existing asset, or repair any sub-standard inherited asset if required. Further costs may be enforced if damage exceeds the prescribed bond amount.

Domestic	Application Fee	\$226.00
Domestic	Bond	\$551.50
Commercial	Application Fee	\$614.50
Commercial	Bond	\$2,782.50
Other	Application Fee	\$226.00
Other	Bond	\$551.50 up to Max Fee \$2,782.50

All bonds will be refunded when all work and any occupation within the road reserve has been completed to Council's satisfaction and within agreed timeframes.

QUICK STEP PERMIT APPLICATION PROCESS

Allow 14 days from date of application and payment.

Step 1 - Complete application with the following site information.

Domestic applications will only be approved if the following items have been completed in full:

1. Site Plan (clearly showing all proposed construction within the road reserve);
2. **Signature/s of primary applicant;**
3. Start and completion dates; and
4. Prescribed fees and charges.

Commercial and **Other** applications must contain the following information before final approval can be given and is for work considered as, renovation, restoration or changes to an existing property:

1. Approved site plans;
2. Approved landscape plans;
3. Signatures of applicant
4. Program of works; and
5. A traffic and pedestrian management plan prepared by a qualified professional and in accordance with the appropriate legislation.

Step 2 - Applicant to email application to mail@noosa.qld.gov.au or present application to Customer Service for processing and bond and fee payment. Including site plan, scope of works and site specific traffic management plan.

Step 3 - Customer will be contacted by Council Officer within 5-7 days of receipted application to discuss your application or arrange a site meeting.

Step 4 - Council Officer investigates and seeks approval of application with involvement from all relevant Council Departments.

Step 5 - Council formally approves application subject to general and site specific conditions.

Step 6 - Upon completion of proposed works, email mail@noosa.qld.gov.au quoting your application reference number to request a site inspection and Bond Refund. The applicant must ensure that all environmental controls and building material has been removed from the road reserve and that there are no trip hazards.

*Pursuant to Local Laws 1 & 4 (Roads) and Subordinate
Local Law 1 & 4 (Interference with Local Government Roads)*

OFFICE USE ONLY

RRP /	BAGS	Receipt
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1. Location of works

House no.	Street		
Suburb	State	Postcode	
Real Property Description (RP and Lot no.)			
Proposed Start Date		Proposed Completion Date	

2. Applicant details – please note this application may take up to 10 business days to process

Surname		Given names	
Company (if applicable)			
Postal address			
Suburb	State	Postcode	
Business phone	A/H phone	Mobile	
Email address		Fax	

3. Property owner details (if different from above)

Surname		Given names	
Postal address			
Suburb	State	Postcode	
Business phone	A/H phone	Mobile	
Email address			

4. Type of Permit(s) (tick applicable boxes below) – Site plan must be submitted with application

<input type="checkbox"/>	Permit to drive over or obstruct in anyway a footpath or kerb and channel	
<input type="checkbox"/>	Permit to occupy footpath or roadway:	
	<input type="checkbox"/> Materials	<input type="checkbox"/> Equipment
	<input type="checkbox"/> Skip Bin	<input type="checkbox"/> Shipping Container
	<input type="checkbox"/> Stormwater connection to kerb	
	<input type="checkbox"/> Other - Please provide details:	
<input type="checkbox"/>	Permit to close footpath or roadway:	
	<input type="checkbox"/> Safety Fences / Barriers	<input type="checkbox"/> Crane Lift
	<input type="checkbox"/> Other - Please provide details:	
<input type="checkbox"/>	Load Limit Exemption – Park Road only (applicable fees are Other)	

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.

5. Applicable Fees (note: these fees are GST-free)

Permit Type	Application fee	Bond	Mandatory Requirements
<input type="checkbox"/> Domestic / Private	\$226.00	\$551.50	<ul style="list-style-type: none"> Site plan
<input type="checkbox"/> Commercial For work on existing commercial buildings; single & multi-dwelling residential construction activities.	\$614.50	\$2,782.50	<ul style="list-style-type: none"> Site plan Traffic & Pedestrian Plan MUTCD compliant Programme of works
<input type="checkbox"/> Other (including Load Limit Exemption) Determined by Council Short term commercial less than 6 hours.	\$226.00	<input type="checkbox"/> \$551.50 to Max Fee \$2,782.50 * POA Contact Council	<ul style="list-style-type: none"> Site plan Traffic & Pedestrian Plan MUTCD compliant Programme of works
Total Amount Payable: \$			

Note: Bonds are required as asset security. Bonds are refundable on satisfactory inspection of the completed works. To arrange an inspection please contact council.

6. Declaration of applicant

- I/We as the applicant acknowledge that the acceptance of the application and payment of all the fees and charges does not bind the Noosa Shire Council issue an approved permit.
- I/We Agree to comply with all Noosa Shire 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 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 manufacture or others engaged to deliver remove or carryout any part of the proposed work.
- I/We declare that we have appropriate Public Liability Insurance that will cover the activity that is the subject of this application and undertake to maintain appropriate cover where required by the permit conditions.
- I/We agree to indemnify, release and discharge the Noosa Shire Council against any loss, damage or expense (including all legal costs), arising from any claim, demand, action, suit or proceeding that may be made or brought by any person against council as a direct result of the proposed work.

I/We as Applicant agree to fully comply with all conditions set by the Noosa Shire Council in relation to this permit.

Signature	Date
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7. Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).
By Link	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> A payment link will be forwarded to you once your application has been lodged. All payments made by credit card will incur a 0.55% surcharge (exempt of GST) to reflect the cost of fees charged for credit card transactions.
By Mail	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Cheque or <input type="checkbox"/> <input type="checkbox"/> money order to be made payable to: Noosa Council.

8. Bond release – bond will be refunded to the account details of the payee (Section 7 Payment Options).

Bank Name		BSB No.	Account No.
Account name			

OFFICE USE ONLY

Approved/Not Approved	Permit Officer's initial	Date
Release of Bond/Assurity Approved/Not Approved	Permit Officer's initial	Date
Amount paid	Initial	Date stamp

Guidelines and conditions

Please read these guidelines and conditions carefully, and retain them for your own information. Failure to comply with these conditions and guidelines may result in costly remedial works being required. **Site specific conditions may also be set for Commercial, Park entry or where an Authorised Officer deems it necessary.**

This permit authorises the activity but does not remove the need to obtain all other relevant approvals from other statutory authorities that may be required pursuant to other legislation, both State and Commonwealth. The applicant is advised to check with all relevant statutory authorities about all other approvals that may be required, particularly if the works involve alteration or interference to services. For example Unity Water, Telstra, Energex etc.

Where the term “road” is used it has the same meaning defined in “The Land Act” and this may include a constructed or unconstructed, pathway, esplanade or reserve for esplanade.

1. Site Plan

A site plan of the property showing the location of works **must be submitted** with the application. Indicate the location of vehicle accommodation, other buildings.

2. Footpaths and Roadways

All footpaths and roadways affected in any way by these works must be kept clean and tidy at all times during the works. The public must have a safe and clear passage at all times.

3. Traffic Management

Signage that complies with the law must be provided at all times. This will include signage used in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and/or any other recognised standards including The Workplace Health and Safety Act 2011 and Regulations 2011. If your permit is for occupying or closing a roadway or footpath, all works must comply with The Local Government Act 2009, the Local Laws of the Noosa Council, and any and all other applicable laws and regulations, and Queensland Police must be contacted to obtain any permit that maybe required by them.

4. Safety

Permits are issued subject to the approval (if required) of the Chief Inspector of The Division of Occupational Safety. All works must be carried out in a safe manner and any risk must be properly dealt with.

5. Footpath Closure and Traffic Control

A Traffic Management Plan must be submitted with this application if the application is for the temporary closure of a footpath or roadway.

6. Withholding of Bond

Failure to comply with the conditions set out above, and/or damaging or removing any existing Council assets may result in part or the entire bond being withheld. Council may also undertake any necessary work itself and take action to recover all costs from the applicant or property owner if the bond is not sufficient to cover such works.

