

Alteration or Improvement to Local Government Controlled Areas and Roads – permit application

Local Law No. 11 (Local Government Controlled Areas and Roads) 2016
Local Law No. 1 (Administration) 2016

2024/2025

This application form is to be used to apply for the alteration or improvement to a Council controlled area or road including, but not limited to: the installation, alteration or removal of a structure in a local government controlled area or road (which includes a footpath); or the planting, clearing or removal of vegetation in a local government controlled area or road.

If you intend to plant vegetation on a road verge, and you comply with the below, you will **not** require a permit from Council:

- The Far North Queensland Regional Organisation of Council's Development Manual (FNQROC);
- The local governments 'Planning Scheme Policy – Landscaping'; and
- The local government's General Policy, 'Landscaping and Gardens on Council Controlled Land: Planting, Maintenance and Removal'

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Council must receive a properly made application at least 30 days prior to the intended commencement date. Applications which are incomplete will not be accepted.

1. Who is applying for the permit?

Individual(s) - Complete question 2	<input type="checkbox"/>
Incorporated Association / Corporation – Complete question 3	<input type="checkbox"/>

2. Individual(s)

Individual 1

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Phone number:				
Email address:				
Postal address:				

Individual 2

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Phone number:				
Email address:				
Postal address:				

3. Corporation or organisation

Name: <i>E.g., ABC Company Pty Ltd</i>	
ACN:	
Postal address:	
Registered address of corporation or organisation:	

Phone number:	
Email address:	

Nominated contact person:

If the applicant is a corporation or organisation, a contact person must be nominated for the permit and must be duly authorised to act on behalf of the corporation.

Full name of contact person:	
Position held within corporation or organisation:	
Phone number of contact person:	
Email address of contact person:	

4. Business trading name

If the trading name of the business is different to that which is provided at either question 2 or question 3, please provide the following information:

Business trading name:	
ABN:	

5. Location of the alteration or improvement works

<p>Where is the proposed location that the alteration or improvement works are to occur?</p> <p><i>Please provide a description of the location. For example – an area of footpath adjoining 123 Smith Street, Cairns.</i></p>	
<p>What are the dimensions and total area proposed to be used?</p> <p><i>E.g., 5.5m x 2.5m = 13.75m²</i></p>	

6. Alteration or improvement work details

<p>Please provide a description of the proposed alteration and/or improvement works (including purpose, materials, equipment and any vehicles)?</p> <p><i>E.g., installation of scaffolding over a footpath in front of a business for the purpose of undertaking maintenance works.</i></p> <p><i>E.g., removal of street trees for</i></p>	
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<p>construction of a driveway.</p>	
<p>What is the proposed timeframe of the alteration or improvement works?</p> <p><i>Please provide specific date/s and start and finish times where applicable.</i></p>	
<p>Does the alteration or improvement works affect traffic, parking or pedestrian use of the road?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, please include a Traffic Management Plan with this application:</i></p>
	<p>No <input type="checkbox"/></p>
<p>Does the alteration or improvement works require the closure of any regulated parking bays?</p>	<p>Yes <input type="checkbox"/></p>
	<p>No <input type="checkbox"/></p>
<p>Are the alteration or improvement works associated with a Building Approval, Development Approval or Operational Works Approval?</p>	<p>Yes <input type="checkbox"/></p> <p>Building Approval No: _____</p> <p>Development Approval No: _____</p> <p>Operational Works Approval No: _____</p>
	<p>No <input type="checkbox"/></p>
<p>Please provide any further information if applicable.</p>	

7. Additional details of any vegetation works (if applicable)

<p>What is the reason for the vegetation works (i.e. vegetation clearing and/or planting works)?</p> <p><i>Please describe:</i></p> <ul style="list-style-type: none"> <i>Justification for the proposed vegetation clearing/removal;</i> 	
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- The proposed method of vegetation clearing works (i.e. tree felling, stump grinding and on-site mulching); and
- Any possible impacts on adjoining species and any proposed methods to protect adjoining species during vegetation removal works.

8. Supporting Documentation

Please provide copies of each of the following documentation with your application. Please be advised that if any of the following are not included with your application, it will not be considered a properly made application and Council may refuse to accept it.

Site Plan	<input type="checkbox"/>
<i>Note: please see the requirements of a site plan outlined at the end of this application form.</i>	
A certificate of currency for Public Liability Insurance held in the name of the proposed Permit Holder for an amount of no less than \$20 million which notes the Cairns Regional Council as an interested party.	<input type="checkbox"/>
If applicable:	
Traffic Management Plan prepared by a person accredited to make and approve such plans if the proposed alteration or improvement works requires temporary closure/diversion of pedestrian or vehicular traffic.	<input type="checkbox"/>
Proof of Before You Dig Australia notification (showing no conflict with nearby utilities)	<input type="checkbox"/>
Vegetation Site Plan detailing the location of the existing vegetation and canopy spread, Tree Protection Zone (TPZ) and Structural Root Zone (SRZ)	<input type="checkbox"/>
Tree Inspection Report providing an assessment of species health, value, structure, tolerance to root disturbance, amenity significance, likely future hazard potential, root assessment etc.	<input type="checkbox"/>
Photographs of the vegetation.	<input type="checkbox"/>

9. Applicant Declaration

If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Cairns Regional Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.

I indemnify the Cairns Regional Council, including its employees, representatives or agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the assessment of this application.

I agree that if a permit is issued following assessment of this application form that I will:

- keep in effect during the term of any permit issued, a certificate of currency for public liability insurance which notes the Cairns Regional Council as an interested party and which is for a value of not less than \$20 million and held in the name of the permit holder; and
- indemnify the Cairns Regional Council, including its employees, representatives and agents, from and

against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the activity and/or the use of the Council controlled area or road in any way.

I have read and understood the above declaration and confirm that the information provided in this application and any supporting documents are true and correct.

Name of applicant <i>Either individual or corporation</i>	
Name of signatory <i>If applicant is a corporation</i>	
Position of signatory <i>If applicant is a corporation. E.g., Director, Secretary.</i>	
Signature	
Date	

Fees

Application fee

Once a complete application form is received, information will be sent to you about how to make payment of the application fee.

PLEASE NOTE a security bond may be required

Application fee	\$273.00
Security bond	\$1000.00

How to submit your application

Submit your completed application form and supporting documentation by one of the following methods:



By mailing

You can mail your completed application to the following address:
Cairns Regional Council
PO Box 359
CAIRNS QLD 4870



In person

You can submit your completed application in person at Council's Spence Street Customer Service centre.



By email

You can submit your completed application by emailing it to regadmin@cairns.qld.gov.au

OFFICE USE ONLY			
Receipt Type T 164 & T517 (Bond)			
Fee:	Receipt #	Date:	Officer Name:

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

SITE PLAN REQUIREMENTS

A site plan is required to be submitted for all permit applications. A site plan is required to be an aerial view with measurements and must include the following:

- the overall boundary of the Permit area which shows the overall dimensions (width and length) of the proposed Permit area;
- the location and overall dimensions of any items, equipment, machines/vehicles proposed to be used within the proposed Permit area; and
- the location of any permanent infrastructure including adjoining buildings, trees, fire hydrants, transformers, telephone booths, mailboxes, bus shelters or seats, rubbish bins, pillars and posts (awning or building supports) and any other permanent items in or adjoining the proposed Permit area.