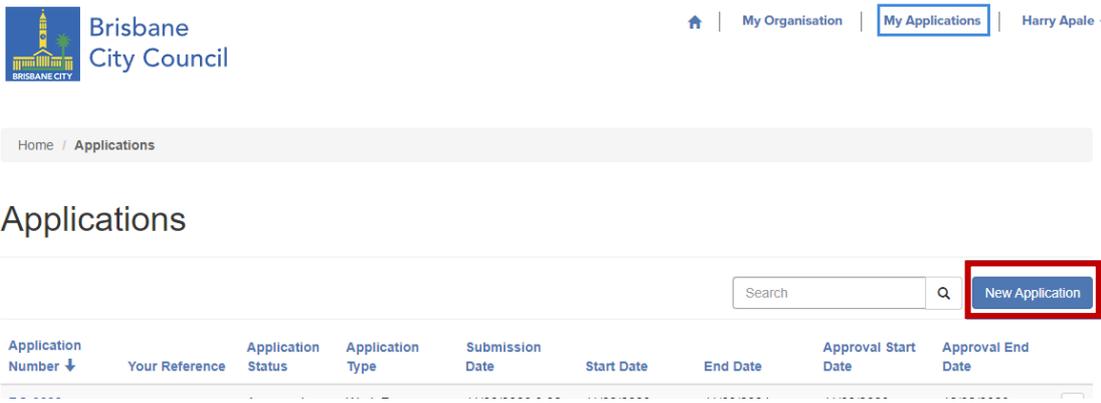


# How to create a new application – Road Corridor Permit System

The Road Corridor Permit System (RCPS) is a safe and reliable online portal that streamlines Brisbane City Council’s application process for temporary road and off-road bikeway closures and construction works zones.

This factsheet will guide you through the steps to create a new closure application. All closures follow a similar process.

Step #	Navigation
<p><b>Step 1</b></p>	<p>After logging in to the RCPS, you will be taken to the Applications page.</p> <p>The Applications page details all applications that have been made on behalf of the organisation with the most recent applications appearing at the top of the page.</p> <p>A high level summary, including status, is shown for each previous application.</p> 
<p><b>Step 2</b></p>	<p>To create a new application, select the “New Application” button from the Applications page.</p> 
<p><b>Step 3</b></p>	<p><b>Application type:</b></p> <p>Select down arrow on the “Application Type” box and select the type of closure that you are applying for.</p> <p>The “Your Reference” box is available for your use. This is an optional space to include your own internal reference number for your organisation’s records. Please note, this reference is visible to Council officers but will not be used to assess the application.</p> 

*Dedicated to a better Brisbane*

Step #	Navigation
	<p>For more information about application type, you can click on the hyperlinks on the page.</p> <p>Select the “Next” button and move on.</p> <p><b>Create Application</b></p> <p>Please use the navigation buttons at the bottom of each page to complete the application process.</p> <p>1 Application Type 2 Applicant Information 3 Application Details 4 Attachments 5 Fees 6 Agreement / Payment</p> <p><b>Application Type</b></p> <p><b>Application Details</b></p> <p>Application Type * <input type="text" value="Select"/> <ul style="list-style-type: none"> <li>Work Zone</li> <li>Temporary Road Closure</li> <li>Off Road Shared Pathway/Bikeway</li> </ul> </p> <p>Your Reference <input type="text"/></p> <p><b>More information</b></p> <p>Find out more about each application type on Council's website:</p> <ul style="list-style-type: none"> <li>• <a href="#">Temporary road closures</a></li> <li>• <a href="#">Work Zones</a></li> <li>• <a href="#">Off-road shared pathway / bikeways</a></li> </ul> <p><input type="button" value="Next"/></p>
<b>Step 4</b>	<p><b>Applicant information</b></p> <p>Complete the applicant information fields.</p> <p>Select:</p> <ul style="list-style-type: none"> <li>• Are you the onsite contact? If you are NOT the contact enter the details of the onsite contact</li> <li>• if you are submitting this application on behalf of another company, <ol style="list-style-type: none"> <li>1. Search to determine if the company is already listed, this will save you input time</li> <li>2. If the company is not listed, add in the company and contact details.</li> </ol> </li> </ul>

Step #	Navigation
	<p><b>Are You The On Site Contact?</b>  <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p><b>Submit on behalf of another company</b>  <input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p><b>Applied on behalf of</b>  <input type="text"/> <input type="button" value="Q"/> <span>Click to search on the existing list</span></p> <p>Is the company you are submitting on behalf of listed above?  <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Company ABN *</b>  <input type="text"/></p> <p><b>Company Name *</b>  <input type="text"/></p> <p><b>Primary Contact Name *</b>  <input type="text"/></p> <p><b>Contact Number *</b>  <input type="text" value="Provide a telephone number"/></p> <p>Note: If you work for a traffic management company and this company is submitting on behalf of a developer or public utility provider. Their details are required in these fields.</p> <p>Once complete select the “Next” button.</p> <p><input type="button" value="Next"/></p>
<b>Step 5</b>	<p><b>Applicant Details</b></p> <p>The content on this page are the specific details of the closure you are applying for. All fields must be completed. To assist with timely data entry, you can use the calendar, search or drop down functions on the right hand side of each data field.</p>

1. Enter the planned start and end dates – this is the total duration of the project
2. Search on the traffic management provider by clicking on the magnifying glass symbol
3. Search for the company who will occupy the road. If the name of the company is not visible for selection, enter their details. NOTE: for the Australian Business Number (ABN) field please do not have any gaps or spaces inbetween numbers
4. Indicate whether the works are on behalf of Council
5. Select the reason for the closure. The reason for the closure may present additional questions.

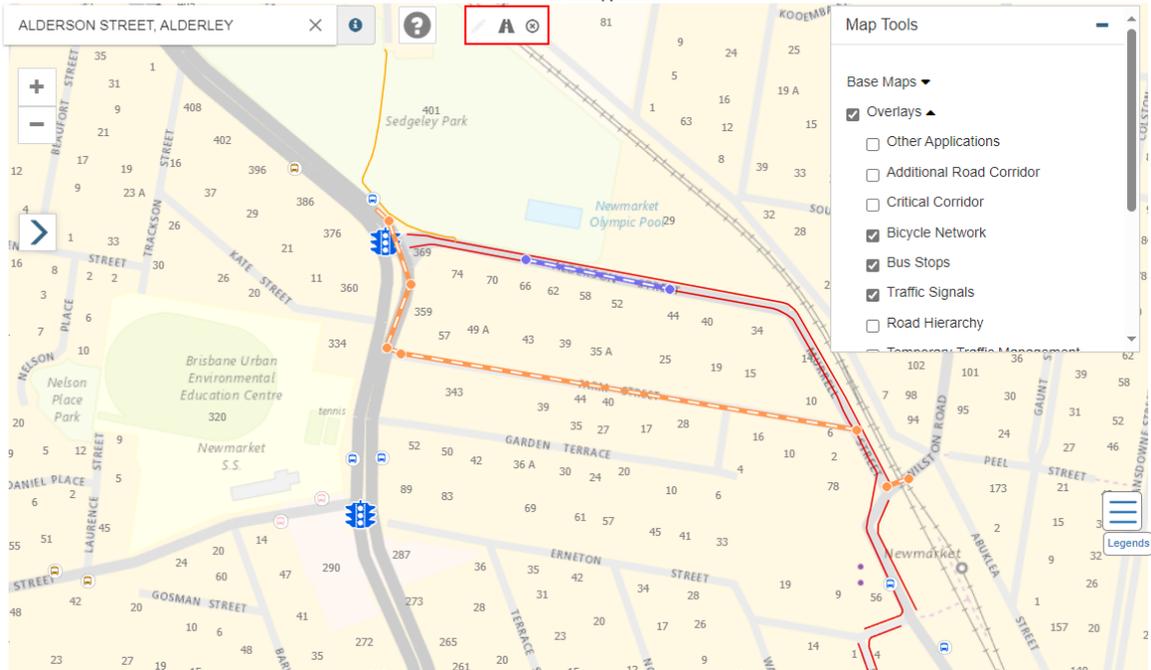
## Applicant Locations

Closure locations are added in the table below. Please list all impacted locations (maximum of 5 locations for Temporary Road Closures and Off Road Bikeways and 1 location for Works Zone) You are able to add multiple street information if applicable. Select “Create Application Location” button to enter details of each closure location.

<b>Step 6</b>	<h2 style="color: #0056b3;">Using the map function</h2> <p>You can use the map function to draw the road closure and detour you are applying for. Providing an accurate drawing of your closure and Temporary Traffic Management (TTM) treatments, such as tapers to provide a realistic view of the potential road network impacts.</p>
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Step #	Navigation
	<p>More detail on how to perform this task is also found in “How to utilise the map functionality when applying for a road closure” fact sheet located on <a href="#">Council’s web page</a>.</p> <p>The help icon  will give you how to instructions.</p> <p>Type a street name in the top left-hand box. The map will zoom to the location.</p> <ol style="list-style-type: none"> <li>Using the edit pen (  ), from the menu box at the top-middle of the map, start marking the closure (including TTM treatments) <ul style="list-style-type: none"> <li>Start the line – single click then drag along route</li> <li>Bend the line – single click</li> <li>End the line – double click</li> <li>The road closure line will appear as a line.</li> </ul> </li> <li>If a detour is required, use the detour icon (  ) from the menu box to mark it on map following the same start, bend, and end line instructions above. The detour will appear as an orange line. Note: a detour is mandatory for full and half road closures</li> <li>Delete a line – select the cross icon in the menu box and click on the closure or detour to be deleted</li> <li>Map layers will auto-populate for assets based on the line location drawn on the map. You can then add or take away layers to suit your needs for that particular location. Map Tools are located on the right hand side of the page.</li> </ol> <p>TIP: If submitting an off road bikeway application it is useful to turn the “bikeway” layer on before drawing on the map as this will show all on road and off road bikeways</p> <ol style="list-style-type: none"> <li>Review any conflicts – click the Conflict Details button (if displayed) and click through the conflicts detected</li> </ol>

Please provide a possible detour route when drawing on the map. Detours are required for full road and half road closures. Further details need to be provided in the TGS attached to this application.



Your map could look something like the above with lines indicating the closure and detours required. You can also click on “Map Tools” to reveal overlays and the “Legends” button to see more information about the overlays you have chosen.

6. Scroll down the page to add further details about the closure, including the operation hours.
7. Click “Submit” button when all details are added

You are able to enter more than one location onto your closure. Select “Create Application Location” to add another closure location on the map. Once you have added all of your locations and associated closure types and desired timings, select the “Next” button.

### Attachments Page

To support your application, Council requires documents to be attached to the application. Follow the onscreen instructions to upload your application. To upload select the “Add Files” button to upload your documents.

There is no limit to the number of files you can attach. The file size available is large (50MB), and we encourage you to compress any files that may occasionally exceed this limit.

Step #	Navigation				
	<p><b>Application Attachments</b></p> <p>You are required to attach the following documents to support your application:</p> <ol style="list-style-type: none"> <li>1. Traffic Management Plan (TMP) and</li> <li>2. Traffic Guidance Schemes (TGS) for temporary lane/road closure in accordance with <a href="#">Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices</a> (MUTCD) Part 3 Works on Road and associated Queensland Guide to Temporary Traffic Management (QGTTM).</li> </ol> <p>For more information, please visit the Queensland Government's Department of Transport and Main Roads Website.</p> <p><b>To upload your application attachments</b></p> <ol style="list-style-type: none"> <li>1. Click on "add files" button.</li> <li>2. Click on "choose files" button.</li> <li>3. Browse to the correct documents.</li> <li>4. Click "open"</li> <li>5. Determine whether this file will overwrite the existing files already attached.</li> <li>6. Click 'add files'.</li> </ol> <p>Repeat this process to attach each document.</p> <p>If your file exceeds 50MB, please compress or zip. If this is not possible tick the "file exceeds 50MG" box and an email will issue with additional instructions of how to upload.</p> <p><input type="checkbox"/> File exceeds 50MB <span style="float: right;"><input type="button" value="Add files"/></span></p> <p>NOTE: All attachments must be received prior to Council commencing assessment.</p> <p>If your document is greater than 50MB, please compress or zip the file. Alternatively, you can tick the "File exceeds 50MB" box.</p> <p>You will receive a separate email with instructions on how to upload your documents separately. Council will not commence the assessment until all documents have been received.</p> <p>Press the "Next" button when you are finished to continue.</p>				
Step 8	<p><b>Fees Page</b></p> <p>If your application has fees associated with it, this page will give you a summary of the fees for the application.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>1 Application Type ✓ 2 Applicant Information ✓ 3 Application Details ✓ 4 Attachments ✓ 5 Fees 6 Agreement / Payment</p> </div> <p><b>Fees</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name ↑</th> <th style="text-align: right;">Total Amount</th> </tr> </thead> <tbody> <tr> <td>RC-3031 Application Fee</td> <td style="text-align: right;">\$301.80</td> </tr> </tbody> </table> <p>How will you pay the application fee?</p> <p><input type="text" value="Credit Card via BPoint"/></p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input style="border: 2px solid red;" type="button" value="Next"/> </p>	Name ↑	Total Amount	RC-3031 Application Fee	\$301.80
Name ↑	Total Amount				
RC-3031 Application Fee	\$301.80				
Step 9	<p><b>Agreements and Payments</b></p> <p>This page outlines the agreement terms and applicants' declaration and signature. Fill in the "Applicant's Declaration and Signature" section.</p>				

Complete name of the individual, organisation or associations as required and press the "Submit" button.

## Create Application

Please use the navigation buttons at the bottom of each page to complete the application process.

Application Number RC-3031

1 Application Type ✓	2 Applicant Information ✓	3 Application Details ✓	4 Attachments ✓	5 Fees ✓	6 Agreement / Payment
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## Agreements and Payment

### Agreement Terms

The applicant:

- declares that the information in this application is true and correct
- agrees to pay Brisbane City Council's application fee (which is non-refundable) within 30 days of the date of the Brisbane City Council invoice
- is a person authorised to sign this application on behalf of the body corporate (where the applicant is a body corporate)
- acknowledges that this application is for the assessment of traffic impact only and that all road occupations on Brisbane City Council roads are to be undertaken in accordance with Queensland Transport's Manual of Uniform Traffic Control Devices and AS1742.3
- agrees to indemnify, and keep indemnified, Brisbane City Council, its officers, employees and agents against any liability, loss damage, claim suit, action, demand or proceedings ("Claims") and any cost and expense in connection with defending, settling or responding to such Claims (including legal costs and expenses) in respect of any loss or life or injury (including illness) to any person or loss of or damage to any property arising out of or in connection with the applicant's application and the applicant's temporary road/lane closure as approved by Brisbane City Council
- acknowledges that the applicant's exercise of any rights granted pursuant to the Traffic Control Permit for Temporary Road/Lane Closure is at the sole risk of the applicant
- understands that on receipt of an application, Council may advise the applicant that Public Liability Insurance (to the limit of \$20 million) is required for the application. If Public Liability Insurance is required for the application, the Certificate of Assessment will not be issued until the applicant has produced a Certificate of Currency for Public Liability Insurance to the limit of \$20 million.

I have read and agree to abide by the Terms and Conditions above and any additional conditions Council may require as part of the Certificate of Assessment.

Brisbane City Council (Council) has collected the information on this form for the purposes of assessing traffic impacts in accordance with the *Manual of Uniform Traffic Control Devices and the Transport Operations (Road Use Management) Act 1995*. Council may at times give some or all this information to State Government Departments, the Queensland Police Service, other local governments, the parties undertaking the work or the developer of the site to which the application relates. Your personal or business details may also be disclosed to other third parties, including the general public on Open Data as part of Council's business purposes. You have the right to request access to, and correct, any personal information that we hold about you subject to the provisions of the *Information Privacy Act 2009 (Qld)*. Information collected in this form will be handled in accordance with Council's *Privacy Policy*. By using this form, you agree to the *Terms and Conditions*. Please consider these Terms carefully before using this form.

I understand that the information provided in and with this application may be disclosed publicly under the Right to Information Act 2009 and the Evidence Act 1977.

I am aware that it is an offence to knowingly provide false or misleading information.

### Applicant's Declaration and Signature

If you accept the Agreement terms please indicate by ticking the box.

**Terms and Conditions \***

The action of clicking your consent will be interpreted as a representation of your signature authorising consent.

**Signature \***

**Name of Individual/Corporation/Association \***

**Name of Signatory \***

**Position**

Previous	Submit
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If your application does require an upfront fee, you will see a Pay and Submit button at the bottom of the form which will direct you to a payment page.

Once your payment has been made, your application will have been submitted. You will receive a confirmatory email and the status of your application will change to "submitted".