



# Application/Notice to Work on Council Property

**Lodgement details**

**Mail to:** Brisbane City Council  
GPO Box 1434  
BRISBANE QLD 4001

**In person:** at any Regional Business Centre or the Library  
and Customer Service Centre, Brisbane Square

**NOTE:** Please read the information about the application/notice on the back before completing this form. A fee may be payable before a Permit can be issued.

**1** Is the applicant/permit holder an individual or business?

Individual  **Go to 2**

Business  **Go to 3**

**2** Individual's name *Enter full name including title and middle name, e.g. Mr. John David Smith*

**3** Organisation's details *A copy of signing authority must be produced unless the signatory is a director of a corporation*

Name

Trading name

**4** Address of individual/business (not a PO Box)? *If an organisation, give the registered business address*

  
  
 Postcode

**5** Contact details

Home phone no.

 ( )

Work phone no.

 ( )

Mobile no.

Fax no.

E-mail

**6** What is the location of the proposed work?

Address

  
  
 Postcode

Lot no.

Plan no.

**7** **Activities** *Multiple activities can be selected. See back for descriptions.*

Residential Driveway

Driveway width

Commercial Driveway

metres

Construct/Repair

Period permit required

Footpath

Time from

Date from

 :  am/pm  / /

Time to

Date to

 :  am/pm  / /

Planter Box   
*Attach Site plan*

Permission to Crossover  
Kerb and Channel

Period permit required

Permission to Excavate  
Roadway/Footway

Time from

Date from

 :  am/pm  / /

Connect to Council  
Stormwater Drainage

Time to

Date to

 :  am/pm  / /

Temporary Footway Stalls

Purpose of activity *See back for activity descriptions*

Hoarding

Period permit required

Gantry

Time from

Date from

 :  am/pm  / /

Deposit Equipment  
and Materials

Time to

Date to

 :  am/pm  / /

Safety Fence

Purpose of activity *See back for activity descriptions*

**8** Footway area to be used

No  **Go to 9**

Yes  *Give details of footway area to be used:*

Street Frontage

Time from

Date from

Time to

Date to

 :  am/pm  / /  :  am/pm  / /

Length m

Width m

Area m<sup>2</sup>

  

Street Frontage

Time from

Date from

Time to

Date to

 :  am/pm  / /  :  am/pm  / /

Length m

Width m

Area m<sup>2</sup>

  

Street Frontage

Time from

Date from

Time to

Date to

 :  am/pm  / /  :  am/pm  / /

Length m

Width m

Area m<sup>2</sup>

  

**9** **Authorisation**

*I agree to be bound by all the conditions and pay the relevant fees.*

Name and date

 / /

**Office Use Only**

Reference no.

## Activity Descriptions

**Residential Driveway (Crossing)** – To construct or repair a driveway on the footway for residential single unit dwellings.

**Commercial Driveway (Crossing)** – To construct or repair a driveway on the footway for commercial premises including industrial units, multi unit dwellings and townhouses/units. **Current Commercial Driveway fees apply.**

**Construct/Repair Footpath** – To repair or construct pedestrian footpaths.

**Planter Box** – To deposit a planter box or boxes on the footway. Not deemed to be appropriate in residential areas.

**Permission to Crossover Kerb and Channel** – Temporary access permission to drive over the constructed kerb and channelling other than the driveway. **Examples:** *house relocations, house construction, commercial development, and plant and machinery.*

**Permission to Excavate Roadway/Footway** – Permit to open up or break the surface of any part of any street or footway, or to dig or remove any turf, sand, clay, soil, or material from any part of any street or footway, for any lawful purpose. **Examples:** *maintenance to utility services, construct infrastructure, geological drilling and roadway/footway enhancement.*

**Connect to Council Stormwater Drainage** – Dig footway to lay drainage in order to connect to Council stormwater. **Examples:** *connecting stormwater pipe/s to any of the following: kerb and channel, open drain, swale, enclosed drainage, stormwater gully or a culvert.*

**Temporary Footway Stalls** – To erect temporary structures such as tables and chairs on the footway. **Examples:** *street stalls/stand/booth (for religious, charitable, educational or political purposes only) and footway closure.*

**Note:** *A separate permit is required for footpath dining.*

**Hoarding and Gantry** – To place a temporary fence around a building or structure under construction or repair, to erect temporary scaffolding or site sheds.

**Deposit Equipment/Materials/Safety Fence** – Temporary placement of building materials on the footway. **Examples:** *general landscaping supplies, shipping containers, industrial bin, construction site office, building materials, mini-skips, vehicles, plant and machinery and temporary fences.*

- NOTES:**
- (i) **Footpath** is the constructed strip of path for pedestrian use
  - (ii) **Footway** is the strip of land from the property alignment to the kerb including the footpath and is commonly known as the 'nature strip' or 'road reserve'.
  - (iii) **Work Zone** – Dedicated road space allocated for the purpose of construction. **Current fees apply and requires a separate application form.**
  - (ii) **Temporary Lane/Road Closure** requires a separate application.
  - (iv) For **other application forms or permits**, please contact Brisbane City Council's Contact Centre on (07) 3403 8888.

## Important

Please attach any other **Approved Plans** that relate directly to this Application/Notice. **Example:** *connection to Council stormwater drainage, driveway construction, trenching works, and hoarding and gantry.*

## GST

GST does not apply to any fees.

## Standard Conditions

1. All work is to be completed to the satisfaction of the Local Laws representative and is subject to the Local Laws of the Brisbane City Council, Workplace Health & Safety Act, Environmental Protection Act and other applicable laws.
2. Before proceeding with any work the applicant must give all notices to, and obtain all relevant approvals, permits and consents from utility service providers, State and Commonwealth Governments, Police and Main Roads for roads under their control and comply with their requirements.
3. The applicant is to indemnify the Council against any public liability injury and/or property claims arising from the works.
4. A minimum of 1.8 metres of footpath shall be kept clear for pedestrian access at all times. When a sealed strip footpath exists this must be kept clear at all times.
5. The applicant agrees to pay all costs and charges incurred in the reinstatement to Council standards, any damage caused to the road, street furniture, constructed kerbing and water channelling, stormwater system and/or constructed footways or public services as a result of the activities associated with the work stated, whether by their own operations or those of their sub-contractors, agents, manufacturers, cartage contractors or other delivering or removing any materials to or from the site.
6. All work carried out does not interfere with access to any public convenience or private premises.
7. It is the responsibility of the owner/applicant to carry out checks to ensure no vegetation, heritage or environmental listing is attached to the site.
8. In the event of the applicant transferring title of the applicant's land to another person ('transferee'), the applicant is responsible for bringing to the attention of the transferee the following:
  - (a) the issue of the permit and its conditions; and
  - (b) where the permit relates to a disabled/pedestrian access ramp, crossing or driveway for the land, the permit conditions continue to apply to the access ramp, crossing or driveway and that Council may require the owner, for the time being, of the land to carry out work in relation to the access ramp, crossing or driveway; and
  - (c) where the permit relates to a temporary structure or equipment, plant or planter box placed in the footpath in front of or adjoining the land, Council may direct its removal unless the transferee obtains a new permit from Council.
9. The applicant/permit holder and the applicant's/permit holder's agent or contractor must comply with any direction of Council or its authorised person.

## Specific Conditions

All driveways/footpaths are to be constructed in accordance with Council's Standard UMS Drawings and shall conform to the longitudinal grade of the kerb and channel.

There are other standard conditions that relate specifically to the permit type. These plus any other specific conditions that have been determined during assessment will appear on the permit document.

## Privacy Statement

The personal information collected on this form will be used by Brisbane City Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law.

**Prior to commencement of proposed works contact 'Dial Before You Dig' on 1100 to locate underground services**