



Temporary Lane/Road Closure Assessment Application

Dedicated to a better Brisbane

ALL QUESTIONS on this form are MANDATORY

When to use this form	<p>This application is to be used for all activities that are within the roadway of Brisbane City Council roads. It is for the assessment of traffic impact only. All road occupations on Brisbane City Council roads are to be undertaken in accordance with Queensland Transport's Manual of Uniform Traffic Control Devices Part 3 – Works on Road 2014 and AS1742.3;</p>
For more information	<p>For more information about how to apply for any lane or road closure, please call Council on 3403 8888 or email Temporaryroadclosures@Brisbane.qld.gov.au.</p> <p>For additional advice on related events which require a temporary road/lane closure, please contact Planned Incident Management on 3403 8888.</p>
Application assessment and approval conditions	<p>A Certificate of Assessment will be issued once the application has been approved. The Certificate cannot be issued unless all questions on this form have been answered and a traffic control plan attached.</p> <p>Failure to submit a completed application, or any of the mandatory information and attachments, will result in delays in processing the application.</p> <p>Approved certificates are valid for a maximum of one month. If closures are required for longer than one month, then a renewal application must be submitted quoting the previous certificate number.</p> <p>All applications are subject to assessment of traffic volumes and the following times are to be used as a guide only:</p> <ul style="list-style-type: none">• UBD White Streets - 06:30 to 18:00• UBD Yellow Streets (thin black border) - 09:00 to 16:00• UBD Yellow Streets (thick black border) - 20:00 to 05:00• Closures within school areas - 09:00 to 14:00 <p>It is important that the conditions are read and understood once you have received the approved certificate. All closures must be carried out in accordance with the Manual of Uniform of Traffic Control Devices, Part 3 - Works On Roads 2014.</p> <p>Access for businesses, residents, cyclists, pedestrians and buses are to be maintained at all times during closures. If access can not be maintained, you must specify on your application and alternative arrangements need to be arranged.</p>
Fees and payment	<p>The fee for a road or lane closure application is \$261.20 (GST exempt) plus any installation costs, including lost revenue from Pay 'n' Display meters. Applicants will be advised of the full costs after evaluation of the application. Payment is to be made within 30 days from the date of the invoice. The invoice for this application will be posted within 10 days of the road/lane closure start date.</p>
Returning your application	<p>Check that you have read and answered all questions on this application form and that it has been signed and dated. A Traffic Control Plan, detailing the traffic control devices to be implemented, must be submitted with this application.</p> <p>The completed application form is to be submitted to Council with a minimum of 20 full business days prior to the requested closure date. The 20 full business days commences on receipt of all required information. Please ensure that you allow sufficient time for alterations to your initial application prior to the proposed closures.</p> <p>Return all required documents (including the Traffic Control Plan):</p> <ul style="list-style-type: none">• by email to TemporaryRoadClosures@brisbane.qld.gov.au• by fax to 3334 0087
What you must do prior to and during the approved closure	<p>Under section 96 of the Transport Operations (Road Use Management) Act, only Queensland Police Service has the authority to order the closure of any road temporarily. Queensland Police Service will only issue a Permit if the local government authority has issued their approval. The applicant must apply to Queensland Police Service and/or relevant authorities prior to closures commencing.</p> <ul style="list-style-type: none">• Metro North Police - 3354 5137• Metro South Police - 3364 3131• Department of Transport and Main Roads - 3137 8363 <p>The Brisbane Metropolitan Traffic Management Centre must be contacted in the event closures are not as per the conditions on your approved Certificate. The Traffic Management Centre can be contacted 24/7 on 3292 6095.</p>

Extension applications	<p>This form is to be used for all extension applications.</p> <p>Make sure to include the existing certificate assessment number in your application (<i>at question 1</i>).</p> <p>Due to various factors, including traffic volumes, the newly approved “hours of work” and “conditions” may vary from the original certificate of approval.</p>
Development assessment	<p>If your application is related to closures with an approved Development Assessment (DA), information regarding DA approval must be included within the application.</p> <p>All applications for construction works outside of construction hours (6:30am to 6:00pm) must have an EPA approval prior to application for lane/road closures. For further information, please contact Council’s Development Application section within your region of works on 3403 8888 or visit Council’s website at www.brisbane.qld.gov.au.</p>
Description of road/ lane closure	<p>A general description of the activity requiring traffic control must be included (<i>at question 15</i>). This facilitates a more effective review of the activity in conjunction with the Traffic Control Plan.</p> <p>“As per TCP” or “As per previous approval” is not an acceptable description.</p> <p>An example of an acceptable description would be:</p> <p><i>Hoisting - Mobile Crane</i></p> <p><i>Crane to be placed on roadway for the purpose of lifting air conditioning units to roof of building. Traffic to be contra flowed around crane for duration of works.</i></p>
Work zone	<p>A work zone is a designated section of road that is for the purpose of loading and unloading equipment and materials onto a construction site.</p> <p>Please note that work zones DO NOT give the applicant approval to park vehicles in the designated area.</p> <p>Applicants requiring a work zone should use the Application for Permit to Occupy Road (Work Zone) form.</p> <p>Each application for a permit to occupy (work zone) has a non-refundable assessment fee of \$253.70 (GST exempt), once approved, installation and removal fee of \$1,316.90 (including GST) and kerb side charge in advance per lineal meter per month or part thereof of \$522.20.</p> <p>Each work zone has a minimum assessment period of 12 working days for assessment, then additional time for installation.</p>
Traffic Management Registration number	<p>In February 2010, it was announced that the Department of Transport and Main Roads would introduce a registration system for all traffic management companies working on state controlled roads. Brisbane City Council has now adapted this registration system to ensure all traffic management companies meet minimum safety and quality standards.</p> <p><i>This Traffic Management Registration number will be a mandatory requirement on all applications received from 1 September 2012.</i></p> <p>For more information on the Traffic Management Registration Scheme, please visit www.tmr.qld.gov.au .</p>
Other information	<p>Include any land marks to give the assessors a better understanding of your location, for example <i>“between house numbers 94-102”</i> or <i>“next to St Peter’s Church”</i>.</p> <p>Up to five locations are allowed per application. If multiple locations are required, all locations must be linked to the same works and within a short distance of each other.</p>
Other Council forms that may need to be completed	<p>For further information, please contact the relevant section within Council on 3403 8888 or visit any Customer Service Centre or Regional Business Centre, or Council’s website at www.brisbane.qld.gov.au.</p> <ul style="list-style-type: none"> • To occupy the footway or excavate the roadway and/or footpath, please complete the Application/Notice to Work on Council Property form (CA6107) - (Compliance and Regulatory Services section). • To request a “work zone”, please complete the Application for Permit to Occupy Road (Work Zone) form (CC10431)
Reference documents	<ul style="list-style-type: none"> • City of Brisbane Act sections 66 - 76 • Transport Operations (Road Use Management) Act 1995 • Transport Operations (Road Use Management) Regulation 1999 • Traffic and Road Use Management Manual (TRUM) • City of Brisbane Act 2010 • Manual of Uniform Traffic Control (MUTCD), Part 3 - Works on Roads 2014. • AS1742.3 -1996: Traffic Control Devices for Works on Roads - Standards Australia
Privacy statement	<p>The Brisbane City Council has collected the information on this form for the purposes of assessing traffic impact in accordance with the Manual of Uniform Traffic Control Devices, Transport Operations (Road Use Management) Act 1995. Brisbane City Council may at times give some or all of this information to State Government Departments, Queensland Police Service or other Councils. Your personal or business details may also be disclosed to other third parties.</p>



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Office use only

Certificate number

ALL QUESTIONS on this form are MANDATORY

1 Is this an extension of an existing Certificate of Assessment?

No Yes Existing certificate number

2 Who is completing this application?
(this will be the authorised contact for this application)

The company doing the work on-site

The traffic control company

3 Who will be billed for this application?

The company doing the work on-site

The traffic control company

4 Who is the company working on the lane or road site?

Company name

Contact name

ABN

Address

Postcode

Phone number

Fax number

E-mail

5 Who is the best person to contact on-site?

Contact name

Mobile number

6 Traffic control company details

Company name

ABN

Traffic Management Registration number

Contact name

Address

Postcode

Phone number

Fax number

E-mail

7 Site location

Suburb

Street

House no.

First cross street

Second cross street

UBD ref.

8 What is the reason for the closure?

Excavation *Complete the **Application/Notice to Work on Council Property** form.*

Construction

Hoisting

Public utility maintenance

Special event

Other *Give details*

9 Will the footpath be occupied?

No

Yes ► Complete the **Application/Notice to Work on Council Property** form.

10 Direction of road closures

N S E W Both directions

11 Number of lane closures

lane/s of a total of lane/s

12 Type of closure (tick all that apply)

Stop/Go Full

Lane Parking lane

Contraflow Shoulder

Hold and Release

13 When will the lane/road be closed?

You may require a **noise permit** if activities are scheduled outside business hours.

Start date / / Start time 24 hr time

Finish date / / Finish time 24 hr time

14 What will be the frequency of the lane/road closure?

Tick ONE Only

Daily

Overnight

Continuously

Weekends only

Sundays only

15 Description of closure

MANDATORY for new **AND** extension applications

A traffic control plan must be attached

(refer to the **Queensland Transport's Manual of Uniform Traffic Control Devices**, available on-line)

16 Is this application in connection with any Development Assessment Construction Approval?

No

Yes ► Please attach DA approval

17 CHECKLIST for submitting this form

All questions on this form have been completed

Application/Notice to Work on Council Property form completed (if you answered 'Excavation' at **question 8**)

Application/Notice to Work on Council Property form completed (if you answered Yes at **question 9**)

A Traffic Control Plan is attached (required at **question 15**)

DA approval attached (if you answered Yes at **question 16**)

At least **20 full business days** have been allowed for application processing

18 Application assessment conditions and declaration

The applicant:

- (a) declares that the information in this application is true and correct;
- (b) **agrees to pay** Brisbane City Council's application processing fee (which is non-refundable) within 30 days of the date of the invoice, (which will be posted within 10 days of the road/lane closure start date);
- (c) is a person authorised to sign this application on behalf of the body corporate (where the applicant is a body corporate);
- (d) 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;
- (e) 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 of 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; and
- (f) 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.
- (g) 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.

Applicant's name

Applicant's signature and date

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