

Sunshine Coast Regional Council Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1

1. Applicant details

Business name		
Applicant name <small>*Applicant must supply Public Liability Insurance – refer Public Liability requirements below.</small>		Date of birth
Postal address		
Suburb	State	Postcode
Address adjacent to proposed temporary works		
Email address		Mobile
Preferred method of contact for correspondence	<input type="checkbox"/> Email	<input type="checkbox"/> Post
Onsite contact name	Email address	Mobile
<input type="checkbox"/> I am the property owner adjacent to the location of proposed temporary works	<input type="checkbox"/> I am a tenant of the residence adjacent to the location of proposed temporary works	<input type="checkbox"/> I am the contractor or traffic control company employed by the occupier of the adjacent property to the location of the proposed works

2. Public liability insurance

The Certificate of Currency must note Sunshine Coast Regional Council as an interested party, cover the scope of the activity and be for a minimum amount of \$20 million.

If the application is approved, the permit holder must maintain, at all times during the approval, a Certificate of Currency (Public Liability Insurance).

It is the permit holder's responsibility to ensure that contractors associated with the approved activity also has adequate public liability insurance.

Has a copy of the Certificate of Currency been attached to the application?	<input type="checkbox"/> Yes	Certificate expiry date	
	<input type="checkbox"/> No*	* Date certificate will be provided:	

3. Type of Permit(s) (tick applicable boxes below)

<input type="checkbox"/> Permit to occupy road or verge: <input type="checkbox"/> Materials <input type="checkbox"/> Skip Bin <input type="checkbox"/> Equipment <input type="checkbox"/> Shipping Container <input type="checkbox"/> Other - Please provide details:	<input type="checkbox"/> Permit to close road or verge: <input type="checkbox"/> Safety Fences / Barriers <input type="checkbox"/> Crane Lift <input type="checkbox"/> Other - Please provide details:
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4. Duration of works

Preferred work start date (please allow twenty-eight (28) working days for approval from receipt of all correct application documentation)

Estimated works duration

Hours of activity – times to and from stated:

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.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

5. Details of works within a road or verge

Briefly describe proposed works within the road or verge and purpose. Please provide a full detailed site plan, description of items placed on council controlled land, photographs of the existing area, proof of dial before you dig and programme of works, including name of Contractor undertaking works e.g. crane operator (attached documents to this application)

6. Details of road, public car parking bays and footpath closures

Will the works require temporary road or public car parking bay closure? Select relevant option/s below

<input type="checkbox"/> Road closure	<input type="checkbox"/> Public car parking bays closure	<input type="checkbox"/> Pedestrian footpath closure	<input type="checkbox"/> No – proceed to next item
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Provide details dates/times to and from and purpose of closure:

7. The following documentation must be submitted with the application

- Site plan – showing any vegetation, measurement between property boundary and road, and any underground or above ground services
- Proof of Dial Before You Dig notification (showing no conflict with nearby utilities)
- Copy of Public Liability Insurance
- Traffic Guidance Scheme (if required)
- Program of works
- Contractor details

8. Fees and charges

Application assessment fee is payable at time of application lodgement and is a non-refundable application assessment fee

Temporary works within a road or verge application fee – Private Residential	\$195.00
Temporary works within a road or verge application fee – Commercial	\$536.00
Bond Temporary works within a road or verge application fee – Private Residential	POA
Bond Temporary works within a road or verge application fee – Commercial	POA

Please note - The bond cannot be paid with a credit card. Community Land Permits will provide the applicant with details for payment of the bond via Electronic Funds Transfer. **The bond must be paid prior to the permit being issued.** Council officers will undertake an inspections of the site on completion of the works to ensure that the area is reinstated to the pre-existing state. Once this has been finalised to council's satisfaction the bond will be refunded following the receipt of a completed request for refund form.

9. Declaration of applicant

- I/We, as the applicant, acknowledge that the acceptance of the application and payment of the permit application fee does not bind the Sunshine Coast Regional Council to issue a permit.
- I/We agree to comply with all Sunshine Coast Regional 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, landscaping 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, manufacturer or others engaged to deliver remove or carryout any part of the proposed work.
- I/We declare that appropriate public liability insurance will be held during the lifetime of the approval that notes Sunshine Coast Council as an interested party and covers the prescribed activity subject of this application.
- I/We agree to indemnify, release and discharge the Sunshine Coast Regional Council against any loss, damage or expense (including all legal costs), arising from any claim, demand, action, suit or preceding that may be made or brought by any person against council as a direct result of the proposed work.
- I/We acknowledge that council reserves the right to amend, suspend, restrict or cancel this permit in the event of any concerns regarding non-compliance. Any deviations from the conditions shall void this permit and render the applicant and/or contractor liable under the relevant road and park local laws and subordinate local laws.
- I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.

Name	Position
Signature	Date

(Please note: a typed signature is not accepted)

10. Declaration of home owner or body corporate

Home Owner (to be completed if the applicant is a tenant of a detached single dwelling)

I/We, as the home owner/s, have read all of the above information and give support for the applicant to undertake the above mentioned activity.

Name	Signature	Date
Name	Signature	Date

Body Corporate (to be completed if the applicant is a tenant or home owner of an attached dwelling, e.g. apartment, townhouse or villa etc.)

We, representing the body corporate, have read all of the above information and give support for the applicant to undertake the above mentioned activity.

Chairperson or Secretary

Name	Signature	Date
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AND Committee Member

Name	Signature	Date
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Affix Body Corporate seal here:

OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).				
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.				
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	
	Card number		Expiry date	Amount \$	
	Name on card		Signature of cardholder		
	Phone	Is a receipt required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	