

*Return Information: Form must be returned with payment by cash, credit card details or cheque made payable to Fraser Coast Regional Council*

Fax: 07 4197 4455

Post: PO Box 1943, Hervey Bay

In Person: Council Administration Centres

## Application For Temporary Vehicle Access to Council Controlled Land

*Fraser Coast Regional Council Local Law 1 (Administration) 2011*

*Fraser Coast Regional Council Local Law 4 (Local Government Controlled Areas, Facilities and Roads) 2011*

**Purpose of Form:** *This form will be used to assess your application for permission to bring a vehicle onto Council controlled land that is not a motor vehicle access area.*

**Temporary vehicle access may be granted subject to payment of the application fee and bond.**

**Submit Application no less than fifteen (15) business days prior to work commencing.**

**Complete the form in full as incomplete applications will result in delay to the processing of your application.**

### APPLICATION FEES AND BOND

You are required to pay a fee at the time of application. The fee depends on the value of the works being completed.

	Fee
• Application Fee	\$169.00
• Bond	\$1,000 up to \$5,000
• On receipt of a completed application form, Council will advise you in writing of the Bond amount. Access is not permitted until Council has received the Bond payment.	

### APPLICANT DETAILS

Name: First	_____	Last	_____
Business Name:	_____		
Address	_____		
Suburb	_____	Postcode	_____
Phone (H)	_____	Phone (M)	_____
Email	_____		

### DETAILS OF LAND TO WHICH ACCESS IS REQUIRED

Can you use an alternative access route, other than across Council land?

- Yes If yes, you must use the alternative access route. Access to Council land must be a last resort.
- No I cannot complete the works other than by accessing Council land.

**DETAILS OF LAND TO WHICH ACCESS IS REQUIRED**

Parkland/Reserve/Location you are requesting access to

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Reason you require access

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Address of Location

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Postcode

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Date of first access

Time: am / pm

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Date of last access

Time: am / pm

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**DETAILS OF WORK (Tick all that apply)**

Construction

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Earthworks

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Landscaping

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Swimming Pool

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Other (please specify)

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**DETAILS OF VEHICLES REQUIRING ACCESS (Tick all that apply)**

Car / Ute

Type

Tonnage

---

Trailer

Type

Tonnage

---

Truck

Type

Tonnage

---

Excavator

Type

Tonnage

---

Other (please specify)

Type

Tonnage

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**CONTRACTOR BUSINESS NAME (if applicable, otherwise tick 'N/A')**

Business Name

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N/A

Contractor Phone Number

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## APPLICANT DECLARATION

I declare that the information I have provided is true and correct. I understand that it is an offence under *Local Law 1 (Administration) 2011* to provide information in or in connection with an application that I know to be false or misleading in a material particular.

Applicant's Full Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Attached to this application is my certificate of currency for the activity

## SITE PLAN

Please attach on a **separate sheet of paper** a sketch of the proposed access route through the park/reserve to the relevant property.

Indicate any structures, services, etc. and the location of nearest roads/landmarks by name.

### Permit Conditions

1. Before undertaking the approved activity, the permit holder must:
  - a. Contact Parks North Supervisor or Contact Parks South Supervisor on 1300 79 49 29 to arrange an onsite meeting between a Council representative, the permit holder, and the permit holder's contractor, before accessing the parkland or reserve.
  - b. Hold and maintain Public Liability Insurance, for the duration of the activity, as per the lodged certificate of currency.
  - c. Indemnify Council and the State against all actions, proceedings, claims, demands, costs, losses, damages, and expenses which may be brought against or made upon, Council or the State as a result of the activity.
2. While undertaking the approved activity, the permit holder and/or the permit holders' contractor(s) must:
  - a. Display a copy of the permit on the dashboard of the vehicle(s) and produce the permit for inspection on demand by an authorised person; and
  - b. Conduct the activity in accordance with relevant workplace health and safety requirements; and
  - c. Conduct the activity only at the specific locations or areas, dates, and times, specified in the permit; and
  - d. Comply with the measures specified below to protect public health, safety, and amenity, and prevent environmental harm; and
  - e. Comply with the measures specified below to ensure that the permitted activities do not cause a nuisance.
3. After undertaking the approved activity, the permit holder must:
  - a. Notify Council within 24 hours after vacating the parkland or reserve so that a Council representative, the permit holder, and the permit holder's contractor(s), may conduct an onsite inspection; and
  - b. Return the key back to Council's Parks North Supervisor or Council's Parks South Supervisor, if a key has been issued, within 24 hours of the completion of the activity; and
  - c. Repair, at the permit holder's expense, and to Council's satisfaction, any damage to Council's assets, parkland, or reserve, including levelling and filling all wheel ruts and tracks with topsoil, and ensuring that the parkland or reserve, that has been used for the activity, is restored to pre-activity conditions.

## Measures to protect public health, safety and amenity and prevent environmental harm

### The permit holder must:

4. Ensure that all vehicles accessing Council controlled land:
  - a. Give way to pedestrians and other park users; and
  - b. Travel at walking pace (under 10kph) and with their hazard lights on; and
  - c. Be escorted by two adult persons on foot (one person at the rear and one person at the front of the vehicle) when entering, crossing, and exiting the site and travelling across the Parkland-Reserve no faster than the person at the front of the vehicle; and
  - d. Traverse in a direct path to/from the activity site and the permit holder will have their contractor(s) attend the on-site pre-activity meeting to establish with the Council representative, the path which the contractor(s) will adhere to, for the duration of the activity; and
  - e. Travel only on the path directed by Council in the permit; and
  - f. Be road registered; and
  - g. Not undertake the removal of trees, shrubs, bushes, plants, tree branches, tree limbs etc., to enable access to the parkland or reserve. Should there be removal of trees, shrubs, bushes, plants, tree branches, tree limbs etc., the permit holder undertakes that they will pay, at their own expense, for the inspection of the tree(s) health, any remedial works that are required, or replacement of tree, bush, shrub, plant; and
  - h. Not drive over tree roots or damage tree roots to enable access to the parkland or reserve. Should there be damage to the tree or tree roots due to driving over them to enable access to the activity, the permit holder undertakes that they will pay, at their own expense, for the inspection of the tree(s) health, any remedial works that are required, or replacement of the tree.
5. The permit does not authorise the permit holder or their contractor(s) to undertake excavation, removal of vegetation, damage or modify any of the local government-owned infrastructure located within the parkland or reserve.
6. If there has been significant rain in the 2 weeks prior to, or during the activity, ground protection matting, such as Track Matting, must be used for all vehicle paths within the parkland or reserve and across underground drainage systems. Council's Parks North Supervisor or Parks South Supervisor is to be immediately consulted when there has been significant rain and a further inspection of the parkland or reserve is required to determine if the activity can continue due to the ground condition.
7. In the event of rain in the area 48 hours before the activity, the permit holder is to contact Council's Parks North Supervisor or Parks South Supervisor to get confirmation that the activity can take place. Access to the site must not occur until Council's Parks Supervisor has determined that the ground conditions are suitable for vehicle access.
8. No building materials including but not limited to gravel, crusher dust, excavated soil/fill, road base, concrete, concrete blocks, and pavers, fencing etc., are to be placed, stored in or on the Council parkland or reserve, or be placed or stored within an open drainage channel.
9. Ensure that any spillage of waste, contaminants or other hazardous materials are cleaned up as quickly as possible and reported to Council for any remedial action.
10. Should there be damage from the activity by the permit holder or the permit holder's contractor(s), the parkland or reserve used for the activity is to be restored to pre-construction conditions at the permit holder's expense.
11. Permit holder is to notify Council's Parks North Supervisor or Parks South Supervisor after all works have been completed and the parkland or reserve, at and around the activity, has been reinstated to Council's standards and specifications.
12. Permit holder to contact the Parks North Supervisor or Parks South Supervisor at the conclusion of the activity and attend the on-site meeting with Council's staff member to ensure that the park and drainage reserve, at and around the activity, has been reinstated to Council's satisfaction. Any damage to the kerb and channel is to be reported to Infrastructure Services for inspection prior to refund of bond.

**Measures to ensure the activities do not cause a nuisance**

**The permit holder or the permit holder's contractor(s) must:**

- 13. Not obstruct any pathways or stairways within, or adjoining the parkland or reserve; and
- 14. Limit vehicle movements to the minimum necessary to complete the works; and
- 15. Not park any vehicles, or store any materials, on Council controlled land.

OFFICE USE ONLY			
<input type="checkbox"/>	Site Plan Received	<input type="checkbox"/>	Certificate of Currency Received
<input type="checkbox"/>	Application Fee Paid	Date:	
Receipt #:		Referred to:	