



Works Within Roads Reserve Application 2026/2027

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(Roads Act 1993 Part 9, Division 3, Section 138 and Part 13, Division 5, Section 223)

A P P L I C A N T	NAME: POSTAL ADDRESS: P/C PHONE: (H) (W) EMAIL: I hereby apply for consent to carry out the development described below. Signature Date Signature Date	O W N E R	NAME: POSTAL ADDRESS: P/C PHONE: (H) (W) EMAIL: I/we, being the owner of the land to which this application relates, hereby consent to the making of this application. Signature Date Signature Date
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L A N D	No: STREET/ROAD: LOCALITY: LOT No: DP: SECTION No: PORTION No: PARISH: AREA:
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P R O P O S A L	WORKS PROPOSED: <input type="checkbox"/> concrete layback / crossing residential <input type="checkbox"/> concrete layback / crossing commercial <input type="checkbox"/> paved crossing <input type="checkbox"/> bridged access <input type="checkbox"/> concrete footpaving <input type="checkbox"/> paved footpaving <input type="checkbox"/> rural access gravel <input type="checkbox"/> rural access sealed <input type="checkbox"/> storm water connection <input type="checkbox"/> Other	PROPOSED USE (commercial, residence, etc): DEVELOPMENT APPLICATION No IF APPLICABLE:
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Office Use Only		
WRR No:	Driveway Application Fee \$ 387	Receipt No:
ID No:	Driveway Security Deposit \$ 790 <small>*refundable upon satisfactory completion of work, less administration fee and any additional inspections</small>	Date Paid:
	Total Amount Paid \$1177	
Initial Insp:	Permit No:	
F/W Insp:	Memo No:	
Final Insp:	R/F Letter No:	

DIAGRAM: Provide a diagram showing the location and dimensions of the proposed works.

TRAFFIC CONTROL PLAN This application must be submitted with a:
Traffic Control Plan (certified) and documentation certifying that the person undertaking the TCP installation works holds a current public liability insurance policy to the value of **\$20,000,000** (20 million dollars) indemnifying the contractor and Hilltops Council.

CONTRACTOR DETAILS

NAME:
ADDRESS:
PHONE NO:
INSURANCE:
A current public liability insurance policy to the value of **\$20,000,000** (20 million dollars) indemnifying the contractor and Hilltops Council.

TRAFFIC CONTROL PLAN PROVIDER

NAME:
ADDRESS:
PHONE NO:
INSURANCE:
A current public liability insurance policy to the value of **\$20,000,000** (20 million dollars) indemnifying the contractor and Hilltops Council.

SCHEDULED FEE: This application will only be processed with all the above documentation submitted. The schedule fee is: (\$1177/ Single Works) Note: \$790 is a bond held and refundable to the applicant on satisfactory completion of the works (Fees are inclusive of GST)

APPROVAL: An Approval with specifications will be sent to the applicant.
The approval is valid for a period of six (6) months from the date of approval. After this time the bond held for the works may be refunded. A new application will need to be processed with the appropriate fee attached.

REQUIRED ATTACHMENTS

The following shall be submitted with all applications:

- **Site plan** showing – showing location, and dimensions of proposed works
 - location & uses of existing buildings on the land
 - existing vegetation and trees on the land
- **Traffic Control Plan (Certified).** If a third party is to provide and install the TCP a current public liability insurance certificate of currency from the underwriter (insurance company) indemnifying the Hilltops Council shall be provided.
- **Current Public Liability Insurance Certificate** of Currency to the value of **\$20,000,000** (20 million dollars) from the underwriter (insurance company) indemnifying Hilltops Council to be provided by the contractor undertaking the works.