



### Information for the applicant

- This form may be used to:
  - apply for approval to undertake an activity in a public road reserve; and/or
  - lodge a Traffic Management / Control Plan with Council.
- Council require a minimum 10 working days to process this application. An invoice will be issued on information supplied.
- The applicant is required to complete all sections of the application form. Incomplete forms will be returned to the applicant without processing.**
- Once completed, this application form should be submitted to Queanbeyan-Palerang Regional Council for determination at either one of the below locations:

#### Hand

257 Crawford Street  
Queanbeyan NSW 2620

13 Gibraltar Street  
Bungendore NSW 2621

144 Wallace Street  
Braidwood NSW 2622

#### Post

PO Box 90  
Queanbeyan, NSW 2620

#### Email

[council@gprc.nsw.gov.au](mailto:council@gprc.nsw.gov.au)

### SECTION A. Applicable development application and activity type

Does this application relate to a development?

- Yes (lodge with Development Engineering)  
 No (lodge with Traffic & Facilities)

DA No. (if applicable):

Does this application relate to an activity or works being undertaken in the road reserve (excluding the erection of traffic control signage)?

- Yes  
 No

### SECTION A. Location of the activity or traffic control

Unit/Street no.

Street Name

Locality/Suburb

Postcode

Lot

Section

DP

### SECTION B. Applicant details

Name of Applicant

Address

Locality/Suburb

State

Postcode

Phone <input type="text"/>	Email <input type="text"/>	
Signature <input type="text"/>	Date <input type="text"/>	
<b>SECTION C. Contractor undertaking the works</b>		
Contractor Company Name <input type="text"/>		Contact Person <input type="text"/>
Address <input type="text"/>		ABN/ACN <input type="text"/>
Locality/Suburb <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Phone <input type="text"/>	Email <input type="text"/>	
Name of Applicant <input type="text"/>		
Signature of Applicant <input type="text"/>		Date <input type="text"/>
<b>SECTION D. Details of the works</b>		
Project Title <input type="text"/>		
Description of the works (please attach design drawings of proposed works if required) <input type="text"/>		
Proposed Start Date <input type="text"/>	Proposed Finish Date <input type="text"/>	
Site Supervisor <input type="text"/>	Mobile Number <input type="text"/>	
<b>SECTION E. Public liability insurance details</b>		
Approval to undertake an activity in a public road reserve will not be granted if appropriate insurance details are not included with this application.		
Does this application relate to an activity being undertaken in the road reserve?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, have you attached a current copy of the contractor's Public Liability Insurance Certificate of Currency, to the sum of \$20million (the insurance must cover works activities within a public road reserve)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## SECTION F. Traffic control details

If the works will impact on pedestrian or vehicular traffic a traffic control plan will need to be prepared and implemented for the duration of the works.  
Approval to undertake an activity in a public road reserve may not be granted if an appropriate traffic control plan is not included with this application.

**Have you attached a traffic control plan that has been prepared by an individual that is accredited by the New South Wales Roads and Maritime Services?**

- Yes  
 No

The traffic control plan must include the following (please tick to indicate compliance):

- |  |   |
|--|---|
| <input type="checkbox"/> Drawings have North Point, Scale or Dimensions, are numbered and suitable for Traffic Management on site. | <input type="checkbox"/> The designers RMS card number, accreditation type and expiry date is provided. |
| <input type="checkbox"/> All non-standard design items are clearly indicated.  | <input type="checkbox"/> The designers firm and contact details are provided.                           |
| <input type="checkbox"/> The reason for the work is described on the drawing.  | <input type="checkbox"/> Related drawings are cross referenced.   |
| <input type="checkbox"/> Drawings are signed as designed and have been checked / reviewed.   | <input type="checkbox"/> Drawings are explicit and include suburbs.                                     |
| <input type="checkbox"/> A complete set of drawings are provided.  | <input type="checkbox"/> Proposed devices are shown pictorially and coded.                              |
|  | <input type="checkbox"/> The designer has examined the site.  |

## SECTION G. Application fees and bond payments

An application fee and bond payment may be applicable to this application. The quantum of each will be in accordance with Councils Fees and Charges and are available on the QPRC website at the following address: <https://www.qprc.nsw.gov.au/Council/Council-business/Budgets-and-planning>

***The assessing officer will review the application and advise the applicant of the amounts payable prior to commencing the assessment. Payment (if applicable) shall be received prior to the assessment of the application taking place and any approval being issued.***

## SECTION H. Return of bonds

Council is able to refund bond monies electronically upon completion of the works and/or the end of the applicable defects liability period. To facilitate this, please provide the following EFT details.

Bank <input type="text"/>	Branch <input type="text"/>
BSB <input type="text"/>	Account No. <input type="text"/>
Account Name <input type="text"/>	Email for remittance advice <input type="text"/>

## SECTION I. Date of receipt of application (Office use only)

To be completed by the Council **immediately** after receiving this Application.

This Application was accepted by

and was received on