

Application to Undertake Alterations or Improvements to Council Controlled Areas and Roads



ABN 95399253048
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Postal PO Box 2292 Yeppoon 4703
Enquiries www.livingstone.qld.gov.au/OnlineServices

Did you know you can [apply online?](#)

PRIVACY NOTICE: Livingstone Shire Council is collecting your personal information to provide the requested service and update Council's records.

Use this form to obtain approval to undertake the following activities under Council's Local Laws:

1. Alteration or Improvement to Local Government Controlled Areas and Roads
2. Carrying Out Works on a Road or Interfering with a Road or its Operation
3. Installation of a Gate or Grid on a Road

Applicant is	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor	Place ✓ in appropriate box
Applicant's Name		
Postal Address		
Contact Number		
Email		

Location and Date of Proposed Works	
Address	
Lot and Plan	
Date/time	
Proposed Term of Approval	(duration of work)

Installing, changing, damaging or removing a structure* in a Council controlled road	Planting, clearing or damaging of vegetation in a Council controlled area or on a road
Assessed by Engineering Services <input type="checkbox"/> barricading/scaffolding/barrier fencing <input type="checkbox"/> gates/grids <input type="checkbox"/> storage of goods <input type="checkbox"/> installation of pipes and services <input type="checkbox"/> Other	Assessed by Natural Resource Management <input type="checkbox"/> bushland Assessed by Technical Officer Communities <input type="checkbox"/> street trees

*structure means anything that is built or constructed, whether or not it is attached to land

Full details of activity including any building or other work to be carried out

Provide details of any impact on pedestrian or vehicular traffic

If your activity impacts on Council controlled roads, carparks or footpaths, you must submit a Traffic Management Plan prepared by an accredited Traffic Management Designer with this application

Detail any materials, equipment and vehicles to be used

Attachment Checklist

Attached	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Proof that you hold any separate approval relating to the activity, which is required under another law.
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Management Plan and associated Traffic Guidance Scheme prepared by an accredited Traffic Management Designer (if applicable)
<input type="checkbox"/>		Public Liability Certificate of Currency or Certificate of Insurance.
<input type="checkbox"/>		Provide plans and specifications detailing: a) the relevant part of the road or Council controlled area to be utilised; b) proposed location of each structure and item of equipment to be used; and c) the type and location of any utility, service or infrastructure to be used. Additional requirements for gates and grids. Plans must be professionally drawn and certified: - detailing the design of the proposed gate or grid; - include dimensions, alignments and structure elements; - identify the location of the gate or grid within the road; and - detail all warning or similar signage to be erected.

Payment Options

Refer to Council's Current [Fees and Charges](#) for details.

Payment must be made when the form is submitted – forms will not be processed until payment is received.



MAIL - Make your cheque/money order payable to Livingstone Shire Council and mail to PO Box 2292, Yeppoon QLD 4703.

EMAIL – email the completed form to enquiries@livingstone.qld.gov.au. Customer Service Staff will contact you regarding payment.



IN PERSON -You can pay this account at any of Council's Customer Service Centres:

Yeppoon (Town Hall), 25 Normanby Street or
Emu Park (Library), 7-9 Hill Street



ONLINE SERVICES – Visit
www.livingstone.qld.gov.au/online_services