

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



**ABN** 95399253048  
**Telephone** 4913 5000 or 1300 790 919  
**Postal** PO Box 2292 Yeppoon 4703  
**Enquiries** [www.livingstone.qld.gov.au/OnlineServices](http://www.livingstone.qld.gov.au/OnlineServices)



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

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

**Under *Local Law No. 1 (Administration) 2011*, the following activities are Prescribed Activities and include installing, changing, damaging or removing a structure in a local government controlled area or on a road.**

## Applicant Details

<b>Applicant's Name</b> (individual, partnership, company)	
<b>Postal Address</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

## Owner Details (if different to Applicant)

<b>Applicant's Name</b> (individual, partnership, company)	
<b>Postal Address</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

## Contractor Details (if different to Applicant)

<b>Company Name</b>	
<b>Postal Address</b>	
<b>Contact Number</b>	
Please provide a copy of your Public Liability Certificate of Currency or Certificate of Insurance showing public liability cover information.	

## Site Location of Proposed Works

<b>Property Location (Address)</b>	
<b>Lot and Plan</b>	

**Proposed Works**

- Installing, changing, damaging or removing a structure\* in a local government controlled area or on a road**

Provide full details of the activity, time and place at which it will be undertaken.

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

- Planting, clearing or damaging of vegetation in a local government controlled area or on an urban road**

Provide full details of the activity, time and place at which it will be undertaken.

**Impact on pedestrian or vehicular traffic**

Provide details of impact, if any, on pedestrian or vehicular traffic.

**Materials, Equipment and Vehicles to be used**

Provide details of materials, equipment and vehicles to be used in the undertaking of the prescribed activity.

**Proposed Term of Approval**

Insert date(s) and proposed duration of activity.

If there is insufficient space, attach additional pages.

### Drawings / Plans

Please attach any drawings or plans, hand drawn or professionally drawn to this application.

Please note any plans or drawings for the proposed installation of gates and grids must be professionally drawn, be RPEQ-certified and must include dimensions, alignments and structural elements.

Urban residential driveways cannot exceed 6 meters in width as per CMDG-R0041 (Capricorn Municipal Development Guidelines).

### Checklist

Use this checklist to ensure that you have attached all necessary documents.

Attached	N/A	
<input type="checkbox"/>		Full details of the proposed alteration or improvement including plans and specifications detailing- a) The relevant part of the local government controlled area or road that is to be used; and b) The 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.
<input type="checkbox"/>	<input type="checkbox"/>	Details of all building work and other work to be carried out under the approval.
<input type="checkbox"/>	<input type="checkbox"/>	Proof that the applicant currently holds any separate approval relating to the activity that is required under another law.
<input type="checkbox"/>		A copy of your Public Liability Certificate of Currency or Certificate of Insurance.

### 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](mailto: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/onlineservices](http://www.livingstone.qld.gov.au/onlineservices).