



# MINOR WORKS PERMIT APPLICATION (Development Services)

Local Law No. 1

Subordinate Local Law No. 1.16.

This application form should be submitted with all Minor Works Permit applications, assessable by Development Services. For all other Minor Works Permit applications, assessable by Transport & Drainage Infrastructure Planning, please utilise the Minor Works Application (Transport & Drainage Infrastructure Planning) application form from [Council's website](#).

APPLICANT DETAILS			
Applicant Name:			
Postal Address:			
Contact Number:		Email:	

SITE DETAILS WHERE WORK IS TO BE CARRIED OUT	
Property Address:	
Lot and Plan:	
Street tree required to be removed/relocated	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please select one option from below)
Street tree removed/relocation options	<input type="checkbox"/> Street Tree Quote <input type="checkbox"/> Deed Poll for Tree Removal and Replacement

Please note: Payment of Street tree quote as outlined within [Council's Cost Recovery Fees and Charges](#) or signed Deed Poll for Tree Removal and Replacement must be received by Council before Permit is issued.

APPLICATION TYPE	
<input type="checkbox"/> Invert Crossing and Concrete Driveway	<input type="checkbox"/> Bitumen Sealed Turnout / Shoulder
<input type="checkbox"/> Rural Access	<input type="checkbox"/> Concrete Footpath
<input type="checkbox"/> Stormwater Connection	

LODGEMENT INSTRUCTIONS	
Submit the following documentation to <a href="mailto:development.services@mackay.qld.gov.au">development.services@mackay.qld.gov.au</a> or via <a href="#">Development Services Online Services (eApplications) User Guide</a>	
<input type="checkbox"/>	This application form completed and signed by the Applicant;
<input type="checkbox"/>	A site plan indicating location details and dimensions of the proposed works, drawn to scale (1:100) such as: <b>width of driveway, distance from property boundary and to include existing features impacted or adjacent to the proposed works</b>
<input type="checkbox"/>	Street frontage photo
<input type="checkbox"/>	Payment of application fees, as outlined within <a href="#">Council's Cost Recovery Fees and Charges</a> >> Development Services >> Development Engineering >> Minor Works - Works in Road Reserve.

APPLICANT DECLARATION	
I/WE understand that the Permit is granted under the terms and conditions attached and specifications included in Council's document 'Permit to Work Within Road Reserve'.	

Applicant Signature:		Date:	
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COUNCIL USE ONLY			
Date Received:		Receipt Number:	
Receipting Officer:		Pre-Payment Number (MWKS):	

Please provide sketch of site plan indicating location details and dimensions of the proposed works,

### PRIVACY DISCLAIMER

Mackay Regional Council is collecting this information in order to process your Application. Please be advised that Council under Legislation may be required to provide your details to a relevant State Department/Agency when requested or to a collection agency that has been employed by Council for the recovery of unpaid fees. In all other circumstances, this information will only be disclosed to a third party with your written authorisation or as required by law.



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