Minor Work

Application Form

*This document is to be completed in conjunction with Local Law No 1 (Administration) 2011 and Subordinate Local Law 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011. Please submit your completed request with all the required supporting material to* [*development.services@mackay.qld.gov.au*](mailto:development.services@mackay.qld.gov.au)*.*

**1. APPLICANT DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant:** |  | | |
| **Contact Name:** |  | | |
| **Company** |  | | |
| **Phone:** |  | **Mobile:** |  |
| **Email Address:** |  | | |
| **Related Development Approvals:** |  | | |

**2. PROPERTY OWNER/S AND CONTRACTOR/S DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Property Owner/s:** |  | | |
| **Phone:** |  | **Mobile:** |  |
| **Email Address:** |  | | |
| **Contractor/s:** |  | | |
| **Phone:** |  | **Mobile:** |  |
| **Email Address:** |  | | |

**3. LOCATION DETAILS:**

|  |  |
| --- | --- |
| **Property Address:** |  |
| **Lot and Plan No:** |  |
| **Location on Property:** |  |

**4. WORKS DETAILS:**

|  |  |
| --- | --- |
| **Type of Works:** | Invert Crossing and Concrete Driveway  Bitumen Sealed Turnout / Shoulder  Rural Access  Concrete Footpath  Stormwater Connection  Concrete Footpath  Street tree required to be removed/relocated |
| **Description of Works:** |  |
| **Street Tree Removal/ Relocation:** | Applications for street tree removal/relocation must consider all available options to retain the existing street tree before it can be removed. The significance of the street tree including its species, location and size must also be considered. Where the Applicant fails to have regard to this, support is unable to be provided.  Where a street tree is requested to be removed/relocated, an additional replacement fee is required to be paid prior to a decision being made. Upon the removal of the street tree, Council will schedule the works for the replacement tree. Notification will be provided to the owners of the land once this is determined. |

**5. MANDATORY DOCUMENTS TO BE SUBMITTED:**

|  |  |
| --- | --- |
|  | Minor Works Application Form (this form). |
|  | A Site Plan indicating location details and dimensions of the proposed works, drawn to scale (1:100) such as: width of driveway, distance from property boundary and to include existing features impacted or adjacent to the proposed works. |
|  | Street frontage photo. |
|  | Payment of Minor Works fee based on Council’s Schedule of Fees and Charges. |
|  | Payment of street tree replacement fee based on Council’s Schedule of Fees and Charges. |
|  | Traffic Management Plan and Copy of Contractor’s Public Liability (if not supplied, a likely condition of approval will require these). |

Conscientiously believing the above statements to be true and correct, signed on behalf of:

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

*Mackay Regional Council is collecting your personal information to process your application. This information will only be disclosed to any other third party with your written authorisation or as we are required to by law.*