



Road Works/Road Access Works in a State-controlled road Application

(for applications associated with conditions of development approval)

Before any **road works** (including **road access works**) can be undertaken within a State-controlled road, written approval is required from the Department of Transport and Main Roads (TMR). It is an offence under s33 of the *Transport Infrastructure Act 1994* (the Act) to carry out **road works** on a State-controlled road without written approval.

- **Road access works** are defined by the Act as:
 - (a) a physical means of entry or exit for traffic between land and a road.
 - (b) **road works** providing entry or exit for traffic between works mentioned in paragraph (a) and the part of the road formed or prepared for use by general traffic.
- **Road works** as defined by the Act include works done for establishing or constructing roads or things associated with roads.

Note:

- TMR does not construct or undertake maintenance on **road access works** (including driveways).
- The owner of the land is responsible for all costs associated with construction and maintenance of the **road access works** (including driveways).
- TMR is not responsible for relocating any services (electricity, telecommunication, drainage pits, and so on).
- TMR may refuse to grant an approval or revoke an approval where the applicant has not provided true or correct information in their application.

1. Applicant's details

Name/company

Address

Postcode

Telephone number

Mobile number

Email address

2. Type of application

Road access works (including driveways)

Road works that are not **road access works**

3. Development approval details

Who issued your development approval? (for example, local government authority, Coordinator General)

What is the approval reference number and/or project name of your development approval?

4. Description of the proposed road works (including road access works)

Please provide details (including location) of works you intend to carry out (provide detailed plans and diagrams). Attach any necessary supporting information (refer to Information for Applicants on page 3 of this form for assistance with the type of information required).

5. Declaration

I/We the applicant(s):

- request approval of the proposed **road works/road access works** detailed in this application under s33 of the Act
- warrant that the information provided in/or attached to this application is true and accurate to the best of my/our knowledge.

For individual applicants

Signature

Date

For corporate applicants

executed in accordance with s127 of the *Corporations Act 2001* (Cth)

Company name

Australian Company Number (ACN)

Name and position

Signature

Date

Name and position

Signature

Date

Note:

Where the applicant is a company, the applicant must:

- insert the company name and the ACN
- sign the application in accordance with s127 of the *Corporations Act 2001* (Cth) – that is either:
 1. two directors
 2. one director and the company secretary
 3. if the company has a sole director and sole secretary, that person.

Where the applicant is not an individual or a company, such as an incorporated association, please modify the execution block to suit.

6. Application checklist

- Name and contact details provided
- Details about the proposed works
- Form signed by all applicants. This must be signed before the application will be considered

Privacy statement - TMR is collecting the information on this form for the purposes of assessing proposed **road works** in accordance with the Act. Your personal details will not be disclosed to any other third party without your consent unless required by law.

Information for applicants

Road works/road access works approvals (s33 of the Act)

The information that is required by TMR to assess an application for **road works** (including **road access works**) approval will largely depend upon the site and scale of the **road works** to be constructed. Detailed design of the **road works** consistent with the requirements of the conditions of approval, conforming to the requirements of the TMR's *Road Planning and Design Manual* and certified by a Registered Professional Engineer of Queensland (RPEQ) may be necessary. The following list provides examples of the types of issues that may need to be addressed in the detailed design:

- horizontal and vertical alignment of the works
- cross sections
- property accesses
- drainage design
- sight distances
- pavement design
- relocating utilities
- signage and pavement markings
- speed environment.

Contact your local TMR office if you require further assistance with determining what is required to be included in your application.

The approval process takes time

The applicant should ensure sufficient time is allowed for TMR to assess the application. TMR will use its best endeavours to respond within 10 business days with either:

- i. an acknowledgement of your application
- ii. a request for further information
- iii. a notice of decision of your application.

The type of initial response the applicant will receive will depend on the complexity of the application and the information provided.

An approval may be conditional

The application must be consistent with the relevant development approval and meet TMR's design requirements. Where this occurs, the applicant will receive a 'Letter of Conditional Approval'. This does not authorise works to commence. The 'Letter of Conditional Approval' contains conditions which must be met before the works can be constructed.

Once TMR is satisfied the conditions have been complied with, the applicant will receive an 'Authority to Commence Works'.

Conditions that may be imposed

Before TMR will approve an application, it will generally require:

- that the construction work is to proceed without unreasonable interruption to traffic. This may include the requirement for a Construction Workplace Plan, including a Traffic Management Plan. Any traffic control will need to be undertaken by a company which is registered under the Traffic Management Registration Scheme. Refer to <https://www.tmr.qld.gov.au/business-industry/Business-with-us/Approved-products-and-suppliers/Traffic-engineering-and-road-safety-approved-products/Traffic-Management-Registration-Scheme>.
- details of your contractor. You must be able to demonstrate your nominated contractor has sufficient expertise to carry out the proposed work.
- that the nominated contractor indemnify TMR from any liability connected with the works.
- that the nominated contractor has an appropriate level of public liability insurance cover. The nominated contractor may also be required to provide a copy of the policy and/or certificates of insurance.
- that the applicant be responsible for rectifying any negative impacts on the road corridor caused by or connected with carrying out the works, such as environmental damage and/or matters affecting public safety.
- that the applicant is responsible for identifying and complying with all other laws and requirements which may relate to carrying out works or activities.
- that the applicant pay a bond to TMR.

It is the applicant's responsibility to ensure that all conditions of approval given by TMR are complied with.

Applicants should contact TMR if they require any assistance with understanding what they are required to do before they undertake approved works.

Assistance with or lodgement of application

To lodge your application or if you require any assistance with finalising your application, contact the Corridor Management team in your local TMR office. To find out which is your local office, call 13 23 80 or go to www.tmr.qld.gov.au/About-us/Contact-us/In-person/Roads-offices.aspx.

Office	Email	Phone
Barcaldine	barcaldine.office@tmr.qld.gov.au	4651 2777
Rockhampton	corridormanagement@tmr.qld.gov.au	4931 1559
Roma	southwest.office@tmr.qld.gov.au	4622 9511
Toowoomba	downsswr.office@tmr.qld.gov.au	4639 0777
Cairns	cairns.office@tmr.qld.gov.au	4045 7144
Mackay	mackay.whitsunday.idas@tmr.qld.gov.au	4951 8555
Brisbane	metropolitan.idas@tmr.qld.gov.au	3066 6762
Maroochydore	northcoast@tmr.qld.gov.au	5451 7055
Cloncurry	cloncurry.corridor@tmr.qld.gov.au	4769 3200
Townsville	north.queensland.idas@tmr.qld.gov.au	4421 8700
Gold Coast	scrcmallocations@tmr.qld.gov.au	5563 6600
Bundaberg	WBB.idas@tmr.qld.gov.au	4154 0200