



Road Access Location/Road Access Works (driveway) on a State-controlled road Application

(for applications not associated with conditions of development approval)

A **permitted road access location** and **road works** approval is required to establish, repair or modify access between an individual property and a State-controlled road under s33 of the *Transport Infrastructure Act 1994* (the Act).

- **Road access location** (s53 of the Act) means a location on a property boundary between land and a road for the entry and exit of traffic.
- **Permitted road access location** means the location or locations at which access between the land and the road is permitted under a decision in force under s62(1) of the Act.
- **Road access works** are defined by the Act as:
 - (a) a physical means of entry or exit for traffic between the 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:

- The Department of Transport and Main Roads 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).
- The Department of Transport and Main Roads is not responsible for relocating any services (electricity, telecommunication, drainage pits and so on).
- The Department of Transport and Main Roads 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

(where the applicant is not the owner, a letter of consent from the registered lot owner **must** be attached)

Name/company

Address

Telephone number

Mobile number

Email address

What is your interest in the land? (the applicant must have an interest in the land)

Owner Leaseholder Holder of easement rights Other

2. Other owners/occupiers of the subject land

Please attach details (name, postal address, email address and their interest in the land) of **all** other owners and occupiers or users of the subject land (including neighbouring properties under an easement arrangement).

3. Proposed road access location

Please provide details of the land where the access is proposed.

Address

Real property description (lot on plan)

4. Details of the use of the proposed road access location

Is the application for a new **road access location** or to change existing arrangements?

New Replace/modify existing

Is the **road access location** for:

Private residential purpose Commercial purpose Agriculture Industrial Community use

Other

What is the posted speed (speed limit) of the State-controlled road at the location you are seeking access to? km/h

Does the boundary of the property of the proposed **road access works** have kerb and channelling along its frontage?

Yes No

Is there an alternative means of access to the property (for example, approved easement on a neighbouring lot or access to a side road)?

Yes No

What type of vehicle and how many vehicles per day are expected to use the **road access works**?

Light vehicles <input type="checkbox"/>	<input type="text"/> /day	Semi trailers <input type="checkbox"/>	<input type="text"/> /day	Double road trains <input type="checkbox"/>	<input type="text"/> /day
Single unit trucks (including buses) <input type="checkbox"/>	<input type="text"/> /day	B-Double trucks <input type="checkbox"/>	<input type="text"/> /day	Triple road trains <input type="checkbox"/>	<input type="text"/> /day
		Other: <input type="text"/>	<input type="checkbox"/>	<input type="text"/> /day	

Attach a scaled drawing or site plan for a distance of approximately 100m each side of where you propose the **road access location** to be. The site plan is to show the location of the proposed **road access location**, property boundaries, intersection and **road access works** on neighbouring properties on both sides of the road, the layout for existing and proposed **road access works** and any associated **road works**.

Attach any other relevant details about the proposed **road access location**.

5. Declaration

I/We the applicant(s):

- a. request approval of the proposed **road access location** under s62 of the Act
- b. 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 <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
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For corporate applicants

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

Company name

Australian Company Number (ACN)

Name and position

Signature <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
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Name and position

Signature <input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
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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.

Privacy statement - The Department of Transport and Main Roads is collecting the information on this form for the purposes of assessing a **road access location** 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:

- An applicant for a **permitted road access location** must be a person with an interest in the subject land.
- A **permitted road access location** approval can be issued where an applicant completes and signs this application form and satisfies the Department of Transport and Main Roads that:
 1. The proposed **road access location** will be located at an appropriate place, having regard to the safety and efficiency of the State-controlled road network.
 2. Any adverse impacts associated with the proposed **road access location** can be adequately mitigated.

The approval process takes time

The applicant should ensure sufficient time is allowed for the Department of Transport and Main Roads to assess the application.

The Department of Transport and Main Roads will use its best endeavours to respond within 10 business days by 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 Department of Transport and Main Roads will advise you in writing of the decision. Where successful, the applicant will receive a 'Letter of Conditional Approval'. **This does not authorise works to commence.** The 'Letter of Conditional Approval' contains the **permitted road access location** and conditions which must be met before the **road access works** (including driveways) can be constructed.

Once the Department of Transport and Main Roads is satisfied the conditions have been complied with, the applicant will receive an 'Authority to Commence Works'.

Conditions that may be imposed

Before the Department of Transport and Main Roads will approve an application for works to be undertaken, 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 www.tmr.qld.gov.au/business-industry/Accreditations/Traffic-Management-Registration-Scheme.aspx.
- 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 the Department of Transport and Main Roads 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 the Department of Transport and Main Roads.

It is the applicant's responsibility to ensure that all conditions of approval given by the Department of Transport and Main Roads are complied with before any works commence.

Applicants should contact the Department of Transport and Main Roads 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 Department of Transport and Main Roads 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