

Temporary Road Closure and Works Zone Permit Application

Council of the City of Gold Coast
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Note: Minimum 7 working days' notice required for all applications with the exception of full road closures which require a minimum of 14 to 21 days' notice.

Works Zone Permit for use of street parking for construction vehicles.

WORKS ZONE Application subject to conditions – pursuant to Local Law 2.

Submit applications online through our [website](#) or over the counter at a customer service centre.

Office use only

ID number: _____

File number: _____

Please use **BLOCK LETTERS** and complete all details in full.

1. Application type			
<input type="checkbox"/> New <input type="checkbox"/> Extension (provide existing document no.) <input type="checkbox"/> Amendment (provide existing document no.)			
2. Applicant details (Principal Contractor performing the works)			
Company name		Contact name	
Address			
Suburb		Postcode	
Phone		Mobile	
Email			
3. On site traffic management company details			
Company name		Phone	
Contact person		Mobile	
Email			
4. Temporary road closure location details			
Provide a Traffic Management Plan signed by a person with Traffic Management Design qualification, listing all roads affected. All proposals must conform to the latest edition of the Transport and Main Roads (Queensland) Manual of Uniform Traffic Control Devices Part 3.			
Street		Suburb	
First cross road		Second cross road	
Start date		Finish date	
Start time		Finish time	
Extent of proposed road closure (please tick appropriate boxes)	<input type="checkbox"/> Lane <input type="checkbox"/> Bike lane <input type="checkbox"/> Partial lane <input type="checkbox"/> Shoulder <input type="checkbox"/> Half road <input type="checkbox"/> Full road <input type="checkbox"/> Hold & release		
	<input type="checkbox"/> Verge/footpath (fees may apply) <input type="checkbox"/> Parking lane/bays (fees may apply)		
	<input type="checkbox"/> Metered parking, or loading zones (fees may apply)		
	<input type="checkbox"/> Removal of parking meter (fees apply)		
	<input type="checkbox"/> Works zone (fees apply)		
Reason for closure	<input type="checkbox"/> Hoisting <input type="checkbox"/> Gantry/hoarding (refer item 14 & 15 information sheet)		
	<input type="checkbox"/> Excavation/construction works – provide operational works/approval details and/or City Assets approval letter		
	<input type="checkbox"/> Construction vehicles		
	<input type="checkbox"/> Other – Please specify : _____		

Description of works associated with closure			
5. Light rail			
Is the proposed closure/s within the light rail corridor? (refer item 12 information sheet)			
<input type="checkbox"/> Yes	Provide a 'no objection' from GoldLinQ for the proposed works and attach to this application.		
6. Fee schedule			
Verge/footpath (to be completed for closures of 1 month or longer)		Account number	Amount
<input type="checkbox"/> Permission to encroach onto City of Gold Coast verge/footpath. Length _____ Width _____ Months _____ Monthly rate _____ Monthly rate = \$8.60 per square metre per month (length x width x months x \$8.60 = total)		98959	\$
7. Regulated parking (for less than one month) / Works zone (for one month or longer)		Account number	Amount
<input type="checkbox"/> Permission to encroach onto City of Gold Coast parking lane / bay(s). No. of bays _____ Days _____ Daily rate _____ Daily rate = \$48.30 per 6 metre (bay) per day (number of bays x days x \$48.30 = total)		99190	\$
Total length of works zone	_____ metres		
Total working days required (D)			
Start date	Finish date		
Application processing fee (not applicable to permit extensions)		98959	\$286.00
Signage/line marking installation and removal charge (where applicable)		58530	\$847.00
Total fees to be paid			\$
8. Business partner account details (account to be charged) (complete if applicable)			
Business partner name		Business partner number	
9. Applicant or authorised applicant			
<p>(a) is a person authorised to sign this application on behalf of the Principal Contractor,</p> <p>(b) acknowledges that this application is for the assessment of traffic impact only and that all road closures on City of Gold Coast roads are undertaken in accordance with Queensland Transport's Manual of Uniform Traffic Control Devices (AS1742.3), and</p> <p>(c) agrees to indemnify Council of the City of Gold Coast of any action arising from this operation</p>			
10. Applicant or authorised applicant declaration			
Name/company			
Signature		Declaration date	
Note: Payment not required until application has been assessed and approved.			
<input type="checkbox"/> By clicking this box, I acknowledge this is in effect my signature within the meaning of the Electronics Transaction (QLD) Act 2001 .			

Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the Information Privacy Act (Qld) 2009 and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to cityofgoldcoast.com.au/privacy.

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

Temporary Road Closure Information Sheet

When to use this form

1. This application is to be used for all proposed temporary full or partial closures of the City's controlled roadways for the purpose of undertaking activities on the **roadway or verge / footpath**. This includes occupation of the road reserve for any structure such as a gantry or hoarding. Activities may include but not limited to, crane lifts, construction related activities or building maintenance.

Advisory notes

2. Should the application be successful a 'Letter of No Objection' will be issued. This letter is used to obtain a Police permit.
3. The application is for the assessment of impact to all road users (e.g. pedestrian, cyclist and vehicular).
4. The 'Letter of No Objection' relates to the Traffic Management Plan only. The Council of the City of Gold Coast does not assess or approve the Traffic Guidance Scheme (e.g. plan indicating location of all traffic control devices).
5. It is the applicant's obligation to ensure the Traffic Guidance Scheme, for the proposed road closure, is in accordance with Queensland Transport's Manual of Uniform Traffic Control Devices (AS1742.3)
6. Local residents, businesses, bus and taxi companies directly affected are to be advised through public notices, media or letterbox notices prior to the approved road or verge closure.
7. If closure impacts bus routes / stops, please complete the Translink online form via link below, at least 21 days prior to works commencing. <https://forms.business.gov.au/aba/landing.htm?formCode=SID-TCA>.
Note: written evidence of engagement to be submitted with application.
8. **Verge / Footpath Closure**
 - a) For partial closures, the applicant must attach a sketch outlining the location of works, plant equipment, temporary fencing or pedestrian control and indicate the distance remaining for pedestrian access.
 - b) For full closures or partial closures with less than 1 metre available for pedestrian use, a Traffic Management Plan as outlined in the Queensland Transport's Manual of Uniform Traffic Control Devices (AS1742.3) must be submitted.
9. **Designated parking areas**

Where the road closure involves regulated parking areas, fees may be applied. These are assessed individually by Transport & Traffic Branch.
10. **Works zone**
 - a) A works zone is required when a section of the kerbside parking is utilised for exclusive use for any building or construction related works for a duration exceeding four weeks. All applications and associated fees are to be submitted to the City for processing prior to a permit being issued.
 - b) The application must comply with the City's Local Laws and conform with any parking or construction requirements to the reasonable satisfaction of the City. If the application complies, arrangements will be made for the installation of the works zone signs and line markings.
 - c) Fees payable are based on approval for Monday to Saturday less any public holidays or block out periods nominated by the City (e.g. school holidays, major events).
 - d) It is the responsibility of the contractor to ensure that the works zone is used for the intended purpose. Vehicles operating within the zone shall comply with all provisions of the *Transport Operations (Road Use Management) Act 1995* and the City's Local Laws.
 - e) Construction materials are not permitted on the roadway at any time unless otherwise approved or to meet WH&S requirements.
 - f) The contractor shall not allow construction materials or vehicles, operating from the works zone, to block or restrict pedestrian movement along the footpath unless otherwise approved by the City.
 - g) Storage of materials or equipment is not permitted within the work zone unless otherwise approved or to meet WH&S requirements.
 - h) The City reserves the right to amend the hours of operation, location and size of the zone.
 - i) A works zone may be extended by lodging an application with a new completion date, a minimum of 7 working days prior to expiry of current approval. Contact Transport & Traffic Branch on 07 5667 3639.
 - j) The works zone will be removed as soon as possible after the expiry date. It may also be removed without warning where the contractor fails to comply with the City's conditions of usage. Once removed, the previous parking regulations will be reinstated with any modifications considered necessary by the City.
 - k) All costs associated with the above actions will be met by the applicant.

Related permits and approvals that may be required

11. Queensland Police

Under section 96 of the Transport Operations (Road Use Management) Act, only Queensland Police Service has the authority to order the closure of any road temporarily. Queensland Police Service will only issue a Permit if the Local Government authority has agreed to the proposal by issuing a letter of no objection. The applicant must apply to Queensland Police Service for a permit prior to closures commencing.

12. KDR Gold Coast Pty Ltd - Light Rail

To determine whether your proposal impacts the light rail, please refer to the City website www.cityofgoldcoast.com.au 'Working around light rail' maps. Any proposed closure on the light rail corridor is considered to potentially impact light rail activities. Therefore you must:

- Contact GoldLinQ to obtain written no objection and requirements regarding safe and reasonable coordination of proposed work / activities within their site.

GoldLinQ can be contacted via: Email: info@ridetheg.com.au

Phone: 1800 064 928 (KDR Gold Coast Pty Ltd)

Attach a copy of the written no objection and requirement from GoldLinQ's representative to this application.

13. Gold Coast Water - water and sewer infrastructure approval requirements

- Will the storage of any material or temporary buildings / structures (gantry / hoarding) be within 1.5 metres of any City water or sewer infrastructure including valves, hydrants, sewer manholes or water metre enclosures?
- Will any excavation be undertaken within the road reserve containing City water infrastructure?
- Will the temporary closure affect City water or sewer infrastructure including valves, hydrants, sewer manholes or water metre enclosures?

Mapping showing Transport and infrastructure should be obtained by lodging a '[Search Request Form](#)' available under Forms and applications on the City's website (cityofgoldcoast.com.au). Instructions: Tick 15 'SIS location diagram', and email the 'Search Request Form' to search@goldcoast.qld.gov.au.

If the answer is "YES" to any of the above questions you must contact GCW Asset Conflicts at gcwconflictassessments@goldcoast.qld.gov.au prior to lodging your temporary road closure application.

14. City of Gold Coast City Assets Branch - Excavation or structures such as gantry / hoarding

- Excavation within the road reserve (verge) – evidence of approval required. An additional 'Letter of No Objection' is required from the City Assets Branch prior to assessment of this application. Contact 1300 GOLDCOAST
- Works that interfere with the road (e.g. structures such as gantry / hoarding). City Assets will apply applicable conditions to the Temporary Road Closure 'Letter of No Objection'.

15. City of Gold Coast Development Compliance

- Works relating to a Development Approval require an Operational Works Approval. Contact Planning Queries on 07 5582 8708.
- To gain approval for works or building deliveries out of hours (Mon to Sat 6.30pm to 6.30am, Sun and/or Public holidays). Contact Development Compliance on 07 5582 8184. Allow 10 working days for processing application.

Note: written evidence of engagement to be submitted with application.

Payment of scheduled fees

16. Payment options include

- a) Online payment for credit card or BPay (you will receive a number for payment, if no payment is made within the 14 days the number expires and you will need to reapply for another BPay number).
- b) Business Partner Account (please complete details on page 2, step 7).
- c) Cash, cheque or credit card at any of the City's branch offices (for branch office locations and operating hours, please refer to [our website](#)).
- d) Cheque or money order please make payable to: Council of the City of Gold Coast and ensure that you provide adequate reference details or attachments to allow the cheque to be appropriately receipted. Postal address at top right of page 1.

Please be advised that payments by credit card will incur a surcharge of 0.52%.

Note: Applicants are to email a copy of the receipt to trc@goldcoast.qld.gov.au to have the Letter of No Objection issued.

These fees are in accordance with the City of Gold Coast's (City) regulatory fees and non-regulatory charges. A copy of our regulatory fees and non-regulatory charges can be found on our website, cityofgoldcoast.com.au.