

Office: .....
Date: ...../...../.....
Time: .....
Name: .....

## Development Services

# Application to Construct (and maintain) a Driveway (Vehicle Crossover)

Development Services | Gladstone – 101 Goondoon Street, Gladstone Qld 4680  
8.30 am to 5.00 pm Monday to Friday | Phone: (07) 4970 0700

Email: [info@gladstone.qld.gov.au](mailto:info@gladstone.qld.gov.au)

Privacy Statement: The personal information collected on this form will be used by Gladstone Regional Council for the purposes of fulfilling your request and undertaking associated Council functions and services. Council is authorised to collect this information in accordance with the *Local Government Act 2009 and other Local Government Acts*. Your personal information will not be disclosed to any third party without your consent, unless this is required or permitted by law. This Council document is subject to the provisions of the *Right to Information Act 2009*.

*Local Government Act 2009, Local Law No. 1 (Administration) 2011*  
*Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011*  
*Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011*

**NOTE – WORKS MUST NOT COMMENCE PRIOR TO THE ISSUE OF COUNCIL PERMIT**

A non-refundable fee applies per application – refer to current Council Fees & Charges found on Gladstone Regional Council website  
Application with payment must be submitted to Council a minimum of ten (10) business days prior to proposed commencement date of work.

### 1. Applicant Details (print or type)

Name

Company Name

Email Address

Postal Address

Suburb	<input type="text"/>	Postcode	<input type="text"/>
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Phone: (Business Hours)

Preferred delivery      Mail      Email

### 2. Property Owner Details (Mandatory)

Name

Email Address

Postal Address

Suburb	<input type="text"/>	Postcode	<input type="text"/>
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Phone: (Business Hours)

### 3. Contractor Details

Company Name

Contact Name

Phone:

Licence Number

Email (Mandatory)

Postal Address

Suburb	<input type="text"/>	Postcode	<input type="text"/>
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### 4. Site Details (Mandatory)

Location

Suburb	<input type="text"/>	Postcode	<input type="text"/>
Lot	<input type="text"/>	Plan	<input type="text"/>

Site Description – Please explain the location on the property of where the proposed driveway is being constructed:

### 5. Select proposed driveway type (Mandatory)

New Driveway	<input type="checkbox"/>
Change and/or move existing driveway	<input type="checkbox"/>
Secondary driveway (the property must have minimum 30m road frontage)	<input type="checkbox"/>

## 6. Select proposed driveway zone (Mandatory)

Urban Residential driveway – in accordance with Standard drawing CMDG-R-041A & associated conditions	
Rural Residential driveway – in accordance with Standard drawing CMDG-R-040A & associated conditions	
Commercial/Industrial driveway – in accordance with Standard drawing CMDG-R-042A & associated conditions	
Non-Standard driveway	

## 7. Driveway Specifications (Mandatory)

Width of driveway	
Length of driveway	
Distance to boundary	
Material used eg. Pavers, concrete	
Rural zone only – please provide pipe size:	

## 8. Are there any other Council approvals relating to this application such as development applications/operational work

Yes	No
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If Yes, please provide details of current application/s:

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## 9. Is there an existing street Tree in the proposed driveway location?

Yes	No
If yes, a Tree Replacement fee of \$570 per tree is applicable to be paid at lodgement	

## 10. Proposed works Dates and Times (Mandatory)

Date – Work proposed to be commenced by:	/ /
Date – Work proposed to be completed by:	/ /
Proposed times of operations are:	
Daily      Overnight      Continuously      Other	

If other, please specify

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## 11. Supporting Documentation

The following documents are required to be submitted in conjunction with this application

Site Plan – showing location and measurements of driveway	
Certificate of Currency for Public Liability of no less than \$20,000,000	
Proof of Dial Before U Dig	
RPEQ Certified Drawings – <b>Non-Standard driveway ONLY</b>	

## 12. Declaration / Acknowledgement

I hereby certify that:

- I am the relevant person with authority to make this application and the details provided in this application are correct;
- I understand that no works are to commence until a Council Permit has been issued for these works;
- I understand that, if this application is approved, I will be provided with a permit for the ongoing existence of the vehicle crossover (driveway) that will entail conditions which I will be bound to comply with as long as the vehicle crossover (driveway) remains on Council controlled land (the footpath);
- I acknowledge that if this application is for a Standard vehicle crossover (driveway) that it will comply with the current CMDG drawings and associated standards as supplied by Council;
- I acknowledge that submission of this application does not constitute grant of approval and Council reserves the right to refuse this application.

I hereby declare that the information I have provided on this form is true and correct. Name and Signature of Property Owner (Authorised Person where Applicant is a Company)

Print Name

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Signature

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Date

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## 12. Customer Summary

Applicable Application Fee as per – 2023 / 2024 Fees & Charges	
Tree Replacement Fee if applicable	

## Office Use Only

Amount Paid	
Receipt Number	
Date	
Application Number	