

**LOCAL APPROVAL**  
Local Government Act 1993 (Section 68) and Roads Act 1993 (Sections 122 & 144)

Property File No: ..... Authority No: .....  
DA No: .....

**TYPE OF APPLICATION**  
*(Refer to guidelines to determine what type of application you are lodging – Application fees apply)*

LOCAL GOVERNMENT ACT 1993 – SECTION 68			
<input type="checkbox"/>	Part C – Management of waste	<input type="checkbox"/>	Part D – Community Land
<input type="checkbox"/>	Part E – Public roads	<input type="checkbox"/>	Part F – Other activities
ROADS ACT 1993			
<input type="checkbox"/>	Temporary road and/or footpath closure and barricade	<input type="checkbox"/>	Conduct road event on public road

**Section 1 Applicant details**

Contact Name: .....

Company Name: (if applicable) .....

Postal address: .....

P/Cod

Suburb: ..... State: ..... e .....

Contact Nos: Mobile: ..... Work ..... Home .....

Email: .....

Capacity: (owner, builder, architect, etc) .....

**Section 2 Property details**

Owner: .....

No: ..... Street: .....

Suburb: .....

Lot: ..... DP: .....

Parcel No: .....

**Section 3 Owner’s Consent – ALL PROPERTY OWNERS MUST SIGN**

If property is in the name of a company, position held in that company must be stated and company seal (if one) fixed here.

I/we hereby consent to the making of this application and I/we understand that it will be necessary for Council staff to enter and inspect the property, the subject of this application to ensure compliance with the provisions of the Local Government Act 1993, as amended and the Regulations thereunder.

Name (print names)	Signature	Date
.....	.....	.....
.....	.....	.....
.....	.....	.....

Company Name & Position .....

Postal address: .....

Suburb ..... State ..... P/Code .....

**Section 4     Description of activity – Provide full description and dates**

Activity:

.....  
.....  
.....

Dates:

.....

*The information on this form is being collected to allow council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.*

**Fees                    OFFICE USE ONLY**

LOCAL APPROVAL NO: 72/ .....     File No: .....

Fee     \$ .....     Receipt No .....     Date: .....  
Fee     \$ .....     Receipt No .....     Date: .....  
Fee     \$ .....     Receipt No .....     Date: .....

<u>Allocation type</u>	<u>Code No</u>	<u>Receipt Type</u>
<b>General</b>	W549.23	347
<b>Temporary Camping Grounds</b> \$520.00	W430.35	572
<b>Sporting and cultural events</b> (minimum fee \$260.00)	W430.35	572

## GUIDELINES AND CHECKLISTS

### TYPE OF APPLICATION

#### **LOCAL GOVERNMENT ACT 1993**

##### **Part C – Management of Waste**

- For fee or reward, transport waste over or under a public place
- Place waste in a public place
- Place a waste storage container in a public place
- Dispose of waste into a sewer of the Council

##### **Part D – Community Land**

- Engage in a trade or business
- Direct or procure a theatrical, musical or other entertainment for the public
- Construct a temporary enclosure for the purpose of entertainment
- For fee or reward, play a musical instrument or sing
- Set up, operate or use a loudspeaker or sound amplifying device
- Deliver a public address or hold a religious service or public meeting

##### **Part E – Public Roads**

*Refer to Roads Act 1993 for closing of footpath, place obstruction on footpath or enclose parking spaces in conjunction with building works*

- Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
- Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road

##### **Part F – Other Activities**

- Operate a public car park
- Operate a caravan park or camping ground
- Operate a primitive camping ground (*Definition: A camping ground that is unaffected or little affected by civilising influences (site returns to rural use, not occupied for extended periods, low key appearance)*)
- Operate a manufactured home estate
- Install a domestic oil or solid fuel heating appliance, other than a portable appliance
- Use a standing vehicle or any article for the purpose of selling any article in a public place
- Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations

#### **ROADS ACT 1993**

##### **Temporary road and/or footpath closure and barricade**

- Close footpaths/place obstruction on footpath
- Enclose parking spaces in conjunction with building works (per 2.5 lineal metres/per week of enclosure)
- **Conduct road event on public road**  
Includes temporary FULL road closures for fairs, carnivals, fun days etc

#### **CHECKLISTS**

The following documentation **MUST** be submitted with the application in order for it to be processed. If this information **does not** accompany the application it may result in the determination **being delayed or returned**.

##### **Parts C, D, E & F (other than those listed separately)**

- One copy of **Public Liability Insurance Policy** (\$20 million minimum)
- One copy of **site plan**
- One copy of **Traffic Management Plan** in accordance with AS 1742

##### **Part F1 – Operate a public carpark**

- One copy of **site plan with details of:**
- Number of vehicles to be accommodated
- Proposed entry & exit points
- Ventilation details (if in a building)
- Any service facilities with carpark**
- Proposed hours of operation**
- One copy of **Traffic Management Plan** in accordance with AS 1742

##### **Part F2 & 2A – Operate a caravan park, camping ground or primitive camping ground**

- One copy of **site plan with details of:**
- Number of caravan or camping ground sites
- Proposed entry & exit points
- Position of fire hydrant/hoses
- Emergency evacuation plan
- Toilet and/or shower block facilities
- Emergency vehicle access
- Emergency contact names and details**
- Any service facilities with park or ground**
- Proposed hours of operation**
- One copy of **Traffic Management Plan** in accordance with AS 1742

##### **Roads Act 1993**

- One copy of **Public Liability Insurance Policy** (\$20 million minimum)
- One copy of **site plan**
- One copy of **Traffic Management Plan** in accordance with AS 1742
- Provide **evidence of notification** to police, fire brigades or ambulance service where applicable.