

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)

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*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

Postcode

Phone: (Business Hours)

Preferred delivery

Mail

Email

#### 2. Property Owner Details (Mandatory)

Name

Email Address

Postal Address

Suburb

Postcode

Phone: (Business Hours)

#### 3. Contractor Details

Company Name

Contact Name

Phone:

Licence Number

Email (Mandatory)

Postal Address

Suburb

Postcode

#### 4. Site Details (Mandatory)

Location

Suburb

Postcode

Lot

Plan

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	
Change and/or move existing driveway	
Secondary driveway (the property must have minimum 30m road frontage)	

**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 \$623 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:

1. I am the relevant person with authority to make this application and the details provided in this application are correct;

2. I understand that no works are to commence until a Council Permit has been issued for these works;

3. 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);

4. 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;

5. 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 of \$295 as per 2025/2026 Fees & Charges	
Tree Replacement Fee if applicable	

**Office Use Only**

Amount Paid	
Receipt Number	
Date	
Application Number	