

# COUNCIL RESERVE ACCESS PERMIT



**Active Recreation Reserve**  
**Bushland Reserve**  
**Roadside Reserve**

A permit is required for any Resident/Organisation (Applicant) who wishes to access Council Owned or Managed Land to undertake private works. This permit shall be administered in accordance with Clause 6.1 of the Amenity Local Laws 2020.

## APPLICANT DETAILS

<b>Applicant:</b> (Applicant's Name)		<b>Date:</b>	/ / 20
		<b>Permit Number:</b>	
<b>Address:</b> (Applicant's address)		<b>Fee:</b> (ONLY if approved)	<b>\$187.00</b>
<b>City/Town:</b>		<b>Bond:</b>	<b>\$1,490.00</b>
<b>State:</b>		<b>Postcode:</b>	
<b>Contact phone (A/H)</b>		<b>Contact phone(B/H)</b>	
<b>Email Address:</b>		<b>Mobile:</b>	

## DETAILS of where works are to be undertaken (if different to above)

<b>Location:</b>	<b>Name of Resident</b>	
	<b>Street</b>	
	<b>Suburb</b>	
<b>Reserve requested access through:</b>		
<b>Please indicate access route: (or attach a plan with application form)</b>		

## OFFICERS PRESENT AT PRE INSPECTION

<b>OFFICER 1:</b>			
<b>OFFICER 2:</b>			
<b>BOND LODGED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>SIGNED:</b>	<b>DATE: / / 20</b>
<b>BOND REFUNDED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>SIGNED:</b>	<b>DATE: / / 20</b>
<b>COMMENTS:</b>			

## Permit Conditions

- An initial inspection shall be undertaken by Asset Preservation officers to consider the application. At this inspection photos shall be completed.
- No application shall be accepted unless a form has been completed with accompanying information in relation to the access.
- Prior to a permit being issued formally the application shall be referred to Parks and Biodiversity (where relevant) for consideration and comment.
- Should access to Council Owned or Managed Land be supported, the Applicant is to pay an Asset Protection Fee (refer to current fees and charges schedule).
- The Applicant undertakes and agrees to pay Knox City Council a bond (as per Council's current fees & charges schedule) prior to the use of any Council land. The Applicant understands that Knox City Council may retain all or any part of the bond to reinstate or make good any damage caused to Council property as a result of any action or thing done by the Applicant or any agent or contractor engaged to carry out works at the above specified address.

Council property includes infrastructure such as paving, pits, fencing and vegetation including canopy trees, shrubs, and ground flora.

Should any damage to Council property exceed the bond, the Applicant agrees to pay any excess. The Applicant also agrees to pay all legal fees and expenses in the event legal action is necessary to collect any excess.

- Access is completed within 2 months of this permit being issued.
- Any fence removed to be replaced and/or repaired to existing state.
- Any heavy machinery (forklift, etc) shall only access the reserve via an approved access point.
- Any ruts created by machinery to be reinstated (levelled and re-seeded).
- No stockpiling of equipment, debris or soil to occur within Council Reserve.
- A Council inspection of existing trees threatened by the proposed access will be required with attention to be given to significant vegetation areas which will inform the permit conditions.
- The Applicant will be required to seek approval from relevant Service Authorities for proximity to service infrastructure and/or pit and infrastructure alterations. All alterations to be at the Applicant's expense.
- The Applicant is responsible for ensuring that appropriate traffic management is in place and a safe work site as defined by the **Road Safety Act 1986 and the Occupational Health and Safety Act 1985**, is maintained during the period of construction as per the **Road Management Act 2004, Worksite Safety – Traffic Management, Code of Practice**. This Code incorporates the Australian Standard *AS1742.3-2009 Traffic Control Devices for Works on Roads*, The cost of this requirement will be at the applicant's expense.
- Chargeable works are levied to provide reinstatement of damage to Council's assets, i.e. Road, nature strip openings and special works requests from residents. This work is charged on a total cost recovery plus a 50% administration charge.
- Significant vegetation shall be fenced off to ensure it is protected during works.
- Any breaches of permit conditions shall result in the voiding of the consent.