

# 2024/25 Application for Road Closure

## Important Information:

1. Application forms must be completed in full and submitted with all mandatory attachments to [Council@logan.qld.gov.au](mailto:Council@logan.qld.gov.au).
2. All information and documentation (invoices and approved permits) relating to the application will be sent to the details listed under the 'Applicant details' section.

## Applicant Declaration:

The applicant:

- a) Acknowledges that the application must be submitted a minimum of ten (10) working days prior to the date that work is scheduled to commence
- b) Acknowledges that a minimum of seven (7) working days is required to process the application. Any amendments required to the application may result in the full seven (7) days processing period recommencing which may delay the proposed start date.
- c) Acknowledges that applications associated with development works may take longer than seven (7) working days to process.
- d) Acknowledges that incomplete applications will not be processed.

## Application Fees:

Standard Application Processing Fee (non refundable)	Express Application Processing Fee
\$430.50	\$645
<ol style="list-style-type: none"><li>a) The applicant acknowledges that upon lodging the application, the above processing fee will apply.</li><li>b) If after lodging the application to Council, the applicant would like to cancel the application, the above processing fee will still apply</li></ol>	<ol style="list-style-type: none"><li>a) If the applicant selects the express processing box, please be aware that the express processing fee of \$645 will be charged in addition to the \$430.50 standard processing fee.</li><li>b) The applicant acknowledges that express applications may be refused if there is no capacity to process the application within the desired timeframe.</li></ol>

	c) If express timeframes cannot be met by Council, the applicant will be notified, and charged the standard application fee of \$430.50
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**Extensions and Amendments of existing permits**

- a) If you are requesting any of the following, then apply for an amendment.
- changes to approved TGS' or to include new TGS'
  - changes to approved hours
- b) If you just require the dates to be extended (no changes to hours/plans), then apply for an extension

Extension of existing permit	Amendment of existing permit
a) The first extension will be free of charge b) Any further extensions will incur the standard processing fee of \$430.50	a) Any amendments will incur the standard processing fee of \$430.50

## 1. Details of Application

**New**
 **Amendment**
 **Extension**

Existing RC # for Amendment/Extension:

## 2. Express Processing

<input type="checkbox"/>	<p>Express processing fees apply to any application requiring a defined timeframe (typically less than 7 to 10 working days) for Council to email a Letter of No Objection to the applicant (subject to all required information included at time of submission).</p> <p>The express processing fee is charged in addition to the standard processing fee and applies to all applications including new, amendment and extension. Requests to process applications as Express Applications may be refused if there is no capacity for Council to process the applications within the desired timeframe, in which case only the standard processing fee of \$430.50 applies.</p> <p><i>Permit Required by (date):</i> _____</p>
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### 3. Applicant details (Invoices sent to and permits issued to)

Applicant:

Contact Name:

Address:

Telephone:  Postcode:

E-mail:

Signature:

### 4. Traffic management company (company must be registered DTMR Traffic Management Registration Scheme)

Name:

Address:

Telephone:

E-mail:

### 5. Closure details

Request Dates – From:  To:

Number of days physically on site (approximate):

#### Nature of Works (please select appropriate boxes)

<input type="checkbox"/> Public Utility Maintenance (Telecommunications, Gas, Lighting)	<input type="checkbox"/> Excavation	<input type="checkbox"/> Hoisting
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Development	<input type="checkbox"/> Private Construction
<input type="checkbox"/> Fete / Markets	<input type="checkbox"/> Road Maintenance/Upgrades	<input type="checkbox"/> Special Event
<input type="checkbox"/> Other:(please specify)		

Brief description of work/event:

**Who are the works on behalf of:**

Logan City Council

Main Roads

Telstra

Development

Energex

If you select Logan City Council or Development, please provide further details in next section

**Further details**

Development Reference *(you will need to attach a copy of stamped approved plans)*

Road Opening / Excavation Permit  
Permit Document ID No.  
\_\_\_\_\_

Operational Works Permit

Permit No. OW / \_\_\_\_\_ / \_\_\_\_\_

**Further details**

Council Project: please provide contact information below

Contact Name:

Contact Number:

Contract/Project Reference:

## 6. Location Details (maximum of 5 locations)

Location 1:			
Street:		Suburb	
Between: (street)		And (street):	
Requested Hours	<input type="checkbox"/> 9am – 4pm	<input type="checkbox"/> 8pm – 5am	<input type="checkbox"/> Extended hours:
Requested Days	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends	
Are bus stops affected by works?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Location 2:			
Street:		Suburb	
Between: (street)		And (street):	
Requested Hours	<input type="checkbox"/> 9am – 4pm	<input type="checkbox"/> 8pm – 5am	<input type="checkbox"/> Extended hours:
Requested Days	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends	
Are bus stops affected by works?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Location 3:			
Street:		Suburb	
Between: (street)		And (street):	
Requested Hours	<input type="checkbox"/> 9am – 4pm	<input type="checkbox"/> 8pm – 5am	<input type="checkbox"/> Extended hours:
Requested Days	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends	

Are bus stops affected by works?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
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Location 4:			
Street:		Suburb	
Between: (street)		And (street):	
Requested Hours	<input type="checkbox"/> 9am – 4pm	<input type="checkbox"/> 8pm – 5am	<input type="checkbox"/> Extended hours:
Requested Days	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends	
Are bus stops affected by works?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Location 5:			
Street:		Suburb	
Between: (street)		And (street):	
Requested Hours	<input type="checkbox"/> 9am – 4pm	<input type="checkbox"/> 8pm – 5am	<input type="checkbox"/> Extended hours:
Requested Days	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends	
Are bus stops affected by works?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## 6. Attachments

Attachments	Please tick
<b>Traffic Guidance Scheme (TGS).</b> A site specific TGS Plan prepared in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), Australian Guide to Temporary Traffic Management (AGTTM), and Queensland Guide to Temporary Traffic Management (QGTTM) and approved by a TMR Registered Traffic Management Designer (TMD details to be shown)	<input type="checkbox"/> <b>Mandatory</b>
<b>Traffic Management Plan (TMP)</b> for major works	<input type="checkbox"/>
<b>Copy of Council stamped Development Approved plan</b> (refer section 5)	<input type="checkbox"/>

Please email completed form to [Council@logan.qld.gov.au](mailto:Council@logan.qld.gov.au)

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