

Parklet - Temporary Road Closure and Works Zone Permit Application

Purpose of Form: This form will be used to assess your application for a parklet/temporary road closure application

IMPORTANT INFORMATION
Please allow up to ten (10) business days from receipt of the application and relevant fee for acknowledgement.

PART A - APPLICATION TYPE		
<input type="checkbox"/> New	<input type="checkbox"/> Renewal (Provide Existing #)	<input type="checkbox"/> Amendment (Provide Existing #)

APPLICANT DETAILS (Submitting Applicant)			
Company Name		Contact Name	
Address			
Suburb		Postcode	
Phone		Mobile	
Email Address			

PARKLET LOCATION	
Address	
Suburb	

APPLICANT DETAILS (Principal Contractor performing the works)			
Company Name		Contact Name	
Address			
Suburb		Postcode	
Phone		Mobile	
Email Address			

OUTLINE THE PROPOSED PARKLET DESIGN
Outline applicable information and supply attachments on the design and make-up of the parklet (include sketch with measurements).

Dimensions of Parklet Length:	Width:	<input type="checkbox"/> Includes structural certification
---	--------	--

OCCUPATION OF DESIGNED PARKING (provide an aerial or street view image showing parking bays or include sketch with measurements)			
Number of bays or length of occupation	_____ (Bays)	Regulated (Timed parking)	<input type="checkbox"/> Yes
	_____ (Metres)		<input type="checkbox"/> No

STAKEHOLDER CONSULTATION
Outline stakeholder consultation undertaken with businesses nearby to discuss the parklet proposal for the site, and provide indication of support/non support for the proposal.

SAFETY CONSIDERATIONS (Provide any designs or images)
How does this parklet proposal provide safe separation from users and vehicles, incorporating protection for patrons?

Has Fraser Coast Regional Council (FCRC) advised a Traffic Management Plan (TMP) is required	
<input type="checkbox"/> Yes – Please complete Part B	<input type="checkbox"/> No – Please go to Part C

PART B - TRAFFIC MANAGEMENT COMPANY DETAILS (responsible for implementing Traffic Management Plan (TMP))			
Company Name		Contact Name	
Address			
Suburb		Postcode	
Phone		Mobile	
Email Address			

TEMPORARY ROAD CLOSURE LOCATION DETAILS			
Provide a Traffic Management Plan signed by a person with Traffic Management Design qualification, listing all roads affected. All proposals must conform to the latest edition of the Transport and Main Roads (Queensland) Manual of Uniform Traffic Control Devices Part 3			
Road name		Suburb	
First cross road		Second cross road	
Start date (anticipated)		Finish date	
Start time		Finish time	

PART C - STANDARD PUBLIC LIABILITY INSURANCE DETAILS

The applicant/s must:

- (a) for the duration of the term of the approval, maintain in full force and effect a standard public liability insurance policy:
 - (i) in the name of the approval holder and include Fraser Coast Regional Council as an interested party.
 - (ii) covering their respective rights, interests and liabilities to third parties in respect of accidental death of, or accidental bodily injury to, persons or accidental damage to property; and
 - (iii) for an amount of no less than \$20 million for any single event; and
- (b) prior to the commencement of the activity, provide the local government with a certificate of currency for the standard public liability insurance policy; and
- (c) indemnify the local government and the State against all actions, proceedings, claims, demands, costs, losses, damages and expenses which may be brought against, or made upon, the local government or the State as a result of the activity.

Name of insurance company					
Amount Insured		Policy No.		Exp Date:	

PART D - APPLICANT OR AUTHORISED APPLICANT DECLARATION

I understand and acknowledge that:

- As the applicant or authorised applicant, I am a person authorised to sign this application on behalf of the principle contractor
- This application is for the assessment of a parklet proposal and traffic impact only and that all road closures on Fraser Coast roads are undertaken in accordance with Queensland Transport's Manual of Uniform Traffic Control Devices (AS1742.3)
- I agree to indemnify Council of the Fraser Coast of any action arising from this operation
- The information provided in this application is true and complete to the best of my knowledge
- Council may refuse this application if it becomes evident that any information or supporting documents provided is incomplete or false, or does not achieve the requirements set for a parklet
- I approve of the information that has been provided in this application
- I acknowledge Queensland State Laws will accept this communication as containing my signature within the meaning of the Electronic Transactions (Queensland) Act 2001

Please note all fees are calculated from Council's current schedule of Register-of-fees-and-charges. Once the form has been submitted, the fees will be validated and checked as part of Council's properly made/correctly lodged process in accordance with the relevant legislation.

Name			
Signature		Declaration Date	

By clicking this box, I acknowledge this is in effect my signature within the meaning of the Electronics Transaction (QLD) Act 2001.

SUPPORTING DOCUMENTS

You must provide the following documents with this application:

- Structural certification for design of parklet
- Design images and plans of the parklet
- **If Request:** Traffic Management Plan:
 - Traffic Management Plan signed by a person with Traffic Management Design qualification, listing all roads affected. All proposals must conform to the latest edition of the Transport and Main Roads (Queensland) Manual of Uniform Traffic Control Devices Part 3
 - For partial verge/footpath closures, attach a sketch outlining the location of works, plant equipment, temporary fencing or pedestrian control and indicate the distance remaining for pedestrian access
 - For full verge/footpath closures or partial verge/footpath closures with less than 1.8 metres available for pedestrian use, a Traffic Management Plan as outlined in the Queensland Transport’s Manual of Uniform Traffic Control Devices (AS1742.3) must be submitted
- Provide an aerial view or street view image showing parking bays or include sketch with measurements
- Provide any designs or images to show how vehicle impact protect is incorporated into the design structure or as a separate condition, where devices are contained within the application car space
- Any other supporting documentation (e.g OPW or City asset approval letters)

Submission of all documentation is required before we can commence assessment of this application.

OFFICE USE ONLY

Application No:		Receipt No:	
Date Created:	CSO Initials:	Amount Paid:	
Comments:			