



# Temporary Lane/Road Closure Assessment Application

*Dedicated to a better Brisbane*

**ALL QUESTIONS on this form are MANDATORY**

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| <b>When to use this form</b>                                     | <p>This application is to be used for all activities that are within the roadway of Brisbane City Council roads. It is for the assessment of traffic impact only. All road occupations on Brisbane City Council roads are to be undertaken in accordance with <b>Queensland Transport's Manual of Uniform Traffic Control Devices Part 3 – Works on Road 2010</b> and AS1742.3;</p>   |
| <b>For more information</b>                                      | <p>For more information about how to apply for any lane or road closure, please call Council on <b>3403 8888</b> or email <b>Temporaryroadclosures@Brisbane.qld.gov.au</b>.</p> <p>For additional advice on related events which require a temporary road/lane closure, please contact Planned Incident Management on 3403 8888.</p>  |
| <b>Application assessment and approval conditions</b>            | <p>A Certificate of Assessment will be issued once the application has been approved.</p> <p>The Certificate cannot be issued unless <b>all questions</b> on this form have been answered and a <b>traffic control plan</b> attached.</p> <p>Failure to submit a completed application, or any of the mandatory information and attachments, will result in delays in processing the application.</p> <p>Approved certificates are valid for a maximum of one month. If closures are required for longer than one month, then a renewal must be submitted seven working days prior to the original certificate expiry.</p> <p>All applications are subject to assessment of traffic volumes and the following times are to be used as a <b>guide only</b>:</p> <ul style="list-style-type: none"><li>• UBD White Streets - 06:30 to 18:00</li><li>• UBD Yellow Streets (thin black border) - 09:00 to 16:00</li><li>• UBD Yellow Streets (thick black border) - 20:00 to 05:00</li><li>• Closures within school areas - 09:00 to 14:00</li></ul> <p>It is important that the conditions are read and understood once you have received the approved certificate.</p> <p>All closures must be carried out in accordance with the Manual of Uniform of Traffic Control Devices, Part 3 - Works On Roads 2010.</p> <p>Access for businesses, residents, cyclists, pedestrians and buses are to be maintained at all times during closures. If access can not be maintained, you must specify on your application and alternative arrangements need to be arranged.</p> |
| <b>Fees and payment</b>  | <p>The fee for a road or lane closure application is <b>\$224</b> (GST exempt) plus any installation costs, including lost revenue from Pay 'n' Display meters. Applicants will be advised of the full costs after evaluation of the application.</p> <p>Payment is to be made within 30 days from the date of the invoice.</p> <p>The invoice for this application will be posted within 10 days of the road/lane closure start date.</p>  |
| <b>Returning your application</b>                                | <p>Check that you have read and answered all questions on this application form and that it has been signed and dated.</p> <p>A <b>Traffic Control Plan</b>, detailing the traffic control devices to be implemented, <b>must</b> be submitted with this application.</p> <p>The completed application form is to be submitted to Council with a <b>minimum of seven (7) full business days</b> prior to the requested closure date. The seven full business days commences on receipt of all required information. Please ensure that you allow sufficient time for alterations to your initial application prior to the proposed closures.</p> <p>Return all required documents (including the Traffic Control Plan):</p> <ul style="list-style-type: none"><li>• by email to <b>TemporaryRoadClosures@brisbane.qld.gov.au</b></li><li>• by fax to <b>3334 0087</b></li></ul>   |
| <b>What you must do prior to and during the approved closure</b> | <p>Under section 96 of the Transport Operations (Road Use Management) Act, only Queensland Police Service has the authority to order the closure of any road temporarily. Queensland Police Service will only issue a Permit if the local government authority has issued their approval. The applicant must apply to Queensland Police Service and/or relevant authorities prior to closures commencing.</p> <ul style="list-style-type: none"><li>• Metro North Police - 3354 5137</li><li>• Metro South Police - 3364 3131</li><li>• Department of Transport and Main Roads - 3137 8363</li></ul> <p>The Brisbane Metropolitan Traffic Management Centre must be contacted in the event closures are not as per the conditions on your approved Certificate. The Traffic Management Centre can be contacted 24/7 on <b>3292 6095</b>.</p>  |

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| <b>Extension applications</b>                            | <p>This form is to be used for all extension applications which must be returned for assessment a full seven business days prior to the previous certificate expiry.</p> <p>Make sure to include the existing certificate assessment number in your application (<i>at question 1</i>).</p> <p>Due to various factors, including traffic volumes, the newly approved “hours of work” and “conditions” may vary from the original certificate of approval.</p>   |
| <b>Development assessment</b>                            | <p>If your application is related to closures with an approved Development Assessment (DA), information regarding DA approval must be included within the application.</p> <p>All applications for construction works outside of construction hours (6:30am to 6:00pm) must have an EPA approval prior to application for lane/road closures. For further information, please contact Council’s Development Application section within your region of works on 3403 8888 or visit Council’s website at <a href="http://www.brisbane.qld.gov.au">www.brisbane.qld.gov.au</a>.</p>  |
| <b>Description of road/ lane closure</b>                 | <p>A general description of the activity requiring traffic control must be included (<i>at question 15</i>). This facilitates a more effective review of the activity in conjunction with the Traffic Control Plan.</p> <p>“As per TCP” or “As per previous approval” is <b>not an acceptable description</b>.</p> <p>An example of an acceptable description would be:</p> <p><i>Hoisting - Mobile Crane</i></p> <p><i>Crane to be placed on roadway for the purpose of lifting air conditioning units to roof of building. Traffic to be contra flowed around crane for duration of works.</i></p>  |
| <b>Work zone</b>   | <p>A work zone is a designated section of road that is for the purpose of loading and unloading equipment and materials onto a construction site.</p> <p>Please note that work zones DO NOT give the applicant approval to park vehicles in the designated area.</p> <p>Applicants requiring a work zone should use the <b>Application for Permit to Occupy Road (Work Zone)</b> form.</p> <p>Each application for a permit to occupy (work zone) has a non-refundable assessment fee of \$223.00 (GST exempt), once approved, installation and removal fee of \$1,130.00 (including GST) and kerb side charge in advance per lineal meter per month or part thereof of \$448.00.</p> <p>Each work zone has a minimum assessment period of 12 working days for assessment, then additional time for installation.</p> |
| <b>Traffic Management Registration number</b>            | <p>In February 2010, it was announced that the Department of Transport and Main Roads would introduce a registration system for all traffic management companies working on state controlled roads. Brisbane City Council has now adapted this registration system to ensure all traffic management companies meet minimum safety and quality standards.</p> <p><b><i>This Traffic Management Registration number will be a mandatory requirement on all applications received from 1 September 2012.</i></b></p> <p>For more information on the Traffic Management Registration Scheme, please visit <a href="http://www.tmr.qld.gov.au">www.tmr.qld.gov.au</a> .</p>  |
| <b>Other information</b>                                 | <p>Include any land marks to give the assessors a better understanding of your location, for example <i>“between house numbers 94-102”</i> or <i>“next to St Peter’s Church”</i>.</p> <p>Up to five locations are allowed per application. If multiple locations are required, all locations must be linked to the same works and within a short distance of each other.</p>  |
| <b>Other Council forms that may need to be completed</b> | <p>For further information, please contact the relevant section within Council on 3403 8888 or visit any Customer Service Centre or Regional Business Centre, or Council’s website at <a href="http://www.brisbane.qld.gov.au">www.brisbane.qld.gov.au</a>.</p> <ul style="list-style-type: none"> <li>• To occupy the footway or excavate the roadway and/or footpath, please complete the <b>Application/Notice to Work on Council Property</b> form (CA6107) - (<i>Compliance and Regulatory Services section</i>).</li> <li>• To request a “work zone”, please complete the <b>Application for Permit to Occupy Road (Work Zone)</b> form (CC10431)</li> </ul>  |
| <b>Reference documents</b>                               | <ul style="list-style-type: none"> <li>• Local Government Act 1993 sections 901 - 915</li> <li>• Transport Operations (Road Use Management) Act 1995</li> <li>• Transport Operations (Road Use Management) Regulation 1999</li> <li>• Traffic and Road Use Management Manual (TRUM)</li> <li>• City of Brisbane Act 2010</li> <li>• Manual of Uniform Traffic Control (MUTCD), Part 3 - Works on Roads 2010.</li> <li>• AS1742.3 -1996: Traffic Control Devices for Works on Roads - Standards Australia</li> </ul>   |
| <b>Privacy statement</b>                                 | <p>The personal information provided on this form will be used by Brisbane City Council or its agents for the purpose of the assessment of a temporary lane/road closure application.</p>   |



# Temporary Lane/Road Closure Assessment Application

*Dedicated to a better Brisbane*

**Office use only**

Certificate number

**ALL QUESTIONS on this form are MANDATORY**

**1** Is this an extension of an existing Certificate of Assessment?

No  Yes  Existing certificate number

**2** Who is completing this application?  
*(this will be the authorised contact for this application)*

The company doing the work on-site   
The traffic control company

**3** Who will be billed for this application?

The company doing the work on-site   
The traffic control company

**4** Who is the company working on the lane or road site?

Company name

Contact name

ABN

Address   
  
Postcode

Phone number  Fax number

E-mail

**5** Who is the best person to contact on-site?

Contact name

Mobile number

**6** Traffic control company details

Company name

ABN

Traffic Management Registration number

Contact name

Address   
  
Postcode

Phone number  Fax number

E-mail

**7** Site location

Suburb

Street  House no.

First cross street

Second cross street  UBD ref.

**8** What is the reason for the closure?

Excavation  *Complete the Application/Notice to Work on Council Property form.*  
Construction   
Hoisting   
Public utility maintenance   
Special event   
Other  *Give details*

**9** Will the footpath be occupied?

No

Yes  *Complete the **Application/Notice to Work on Council Property** form.*

**10** Direction of road closures

N  S  E  W  Both directions

**11** Number of lane closures

lane/s of a total of  lane/s

**12** Type of closure *(tick all that apply)*

Stop/Go  Full   
Lane  Parking lane   
Contraflow  Shoulder   
Hold and Release

**13** When will the lane/road be closed?

*You may require a **noise permit** if activities are scheduled outside business hours.*

Start date  /  /  Start time 24 hr time

Finish date  /  /  Finish time 24 hr time

**14** What will be the frequency of the lane/road closure?

**Tick ONE Only**

Daily   
Overnight   
Continuously   
Weekends only   
Sundays only

**15** Description of closure

**MANDATORY** for new **AND** extension applications

**A traffic control plan must be attached**

(refer to the **Queensland Transport's Manual of Uniform Traffic Control Devices**, available on-line)

**16** Is this application in connection with any Development Assessment Construction Approval?

No

Yes  *Please attach DA approval*

**17 CHECKLIST** for submitting this form

All questions on this form have been completed   
Application/Notice to Work on Council Property form completed *(if you answered 'Excavation' at **question 8**)*   
Application/Notice to Work on Council Property form completed *(if you answered Yes at **question 9**)*   
A Traffic Control Plan is attached (required at **question 15**)   
DA approval attached *(if you answered Yes at **question 16**)*   
At least **7 full business days** have been allowed for application processing

**18 Application assessment conditions and declaration**

The applicant:

- (a) declares that the information in this application is true and correct;
- (b) **agrees to pay** Brisbane City Council's application processing fee (which is non-refundable) within 30 days of the date of the invoice, (which will be posted within 10 days of the road/lane closure start date);
- (c) is a person authorised to sign this application on behalf of the body corporate (where the applicant is a body corporate);
- (d) acknowledges that this application is for the assessment of traffic impact only and that all road occupations on Brisbane City Council roads are to be undertaken in accordance with Queensland Transport's Manual of Uniform Traffic Control Devices and AS1742.3;
- (e) agrees to indemnify, and keep indemnified, Brisbane City Council, its officers, employees and agents against any liability, loss damage, claim, suit, action, demand or proceedings ("Claims") and any cost and expense in connection with defending, settling or responding to such Claims (including legal costs and expenses) in respect of any loss of life or injury (including illness) to any person or loss of or damage to any property arising out of or in connection with the applicant's application and the applicant's temporary road/lane closure as approved by Brisbane City Council; and
- (f) acknowledges that the applicant's exercise of any rights granted pursuant to the Traffic Control Permit for Temporary Road/Lane Closure is at the sole risk of the applicant.
- (g) understands that on receipt of an application, Council may advise the applicant that Public Liability Insurance (to the limit of \$10 million) is required for the application. If Public Liability Insurance is required for the application, the Certificate of Assessment will not be issued until the applicant has produced a Certificate of Currency for Public Liability Insurance to the limit of \$10 million.

Applicant's name

Applicant's signature and date

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