



# COUNCIL RESERVE ACCESS APPLICATION

(Approvals may take up to 20 working days depending on complexity of works involved)



**Applicant Details**

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

**Address of the property being accessed via Council land**

Street No: \_\_\_\_\_ Allotment No: \_\_\_\_\_

Street: \_\_\_\_\_ Suburb: \_\_\_\_\_

Reason for request: \_\_\_\_\_

**Proposal Details**

Nature of Proposed Works

Fence Construction:	<input type="checkbox"/>	Tree Removal:	<input type="checkbox"/>
Pool Construction:	<input type="checkbox"/>	Landscaping:	<input type="checkbox"/>
Garage Construction:	<input type="checkbox"/>	Retaining Wall Construction:	<input type="checkbox"/>
Shed Construction:	<input type="checkbox"/>	Unit/House Construction:	<input type="checkbox"/>
Extension to House:	<input type="checkbox"/>	Other: .....	<input type="checkbox"/>

Type and number of vehicles travelling through the reserve

Car:	<input type="checkbox"/> No: _____	Van:	<input type="checkbox"/> No: _____
Backhoe:	<input type="checkbox"/> No: _____	Crane:	<input type="checkbox"/> No: _____
Excavator:	<input type="checkbox"/> No: _____	Semi Trailer:	<input type="checkbox"/> No: _____
Concrete Mixer:	<input type="checkbox"/> No: _____	Other: ( .....) <input type="checkbox"/> No: _____	
Tip Truck:	<input type="checkbox"/> No: _____	Other: ( .....) <input type="checkbox"/> No: _____	

Other Details

Is proposed access path closer than **three** metres to any tree, garden bed, path, item of furniture i.e. seating, playground or bin? YES  NO

If yes, please give details: \_\_\_\_\_

When are the works expected to start?: \_\_\_\_\_

How long will the works take to complete?: \_\_\_\_\_

**Insurance Details**

A copy of the Certificate of Currency for company undertaking the works Public Liability Insurance must be provided (**Minimum \$10,000,000**): YES  NO

**Bank Account Details for Refund of Security Deposit:  
Required Information Only When No Asset Protection Permit Has Been Obtained**

Account Name:	_____
Bank Name:	_____
BSB Number:	_____
Account Number:	_____

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PTO

PLEASE ATTACH SKETCH PLAN OF PROPOSED ACCESS PATH WITHIN  
THE RESERVE

To allow Council to determine if the proposed access path may be used the plan must show the following:

- The reserve;
- The proposed access path
- The adjoining street/s;
- The proposed access point into the reserve;
- The property being accessed;
- The site of the works in the property;
- All Trees, Garden Beds, Bollards, Ponds, Footpaths, Seats, Playgrounds, Fences,
- Pits, Electricity/Light Poles, Crossings, Gates, Road Humps, etc; and
- Measurements allowing Council Officers to clearly determine the location of the proposed access route.

