



# Alteration of Public Land Application

**Postal Address**  
PO Box 159  
Caboolture QLD 4510

**Customer Response Department**  
Ph: 07 3205 0555

**Internet**  
www.moretonbay.qld.gov.au  
council@moretonbay.qld.gov.au

*Fees listed are applicable 1 July 2024 – 30 June 2025*  
*Applicable fee: Use of Public Land and Roads Application*

**ABN:** 92 967 232 136

**Before commencing work, a Before You Dig Australia (BYDA) search must be done to locate underground services.**

**Type of alteration (construction/excavation or other proposed works)**

<input type="checkbox"/> <b>Excavating public land or road</b> Open or break the surface of any part of public land or roads, or to dig or remove any turf, sand, clay, soil or material from any part of any street or footway, for any lawful purpose - e.g., <i>install underground infrastructure, geological drilling and vacuum excavation, artificial turf.</i>	Complete Sections 1, 2, 3, 8, 9, 10, 11
<input type="checkbox"/> <b>Installing, removing or maintaining structures on public land or roads -</b> Installing new or replacing permanent or temporary structure on Public Land e.g., <i>Signs, Awnings over footpaths, umbrella footings, safety fences or barriers. boundary fencing or retaining walls, rubber kerb ramps, hoarding or Gantry and, Scaffolding.</i>	Complete Sections 1, 2, 4, 8, 9, 10, 11
<input type="checkbox"/> <b>Other activities that may temporarily interfere with the ordinary use or enjoyment of public land</b> <i>e.g., Boat ramp closures, Operate crane/cherry picker, tree removal</i>	Complete Sections 1, 2, 5, 8, 9, 10, 11
<input type="checkbox"/> <b>Permission to access Public Land for Scientific Purposes</b> <i>e.g., Collect plant/animal material, monitor native wildlife or fauna for scientific purposes</i>	Complete sections 1, 2, 6, 8, 9, 10, 11
<input type="checkbox"/> <b>Temporarily Depositing or storing goods/ material</b> Temporary placement of building materials on the road verge e.g., <i>general landscaping supplies, shipping containers, industrial bin, construction site office, building materials, mini-skips, plant and machinery and temporary fences.</i>	Complete Sections 1, 2, 7, 8, 9, 10, 11

## 1. Applicant details:

If applicant is an individual - complete Section A

If applicant is a company or an incorporated association - complete Section B

### Section A - individual application

First name:  Surname:

Address (not a PO Box):

Postal address:

Email address:

Home number:  Mobile phone:  Work phone:

### Section B - company, incorporated association, other entity type application

Legal name:

ABN:  ACN:

Email address:

Address (not a PO Box):   
**Companies** - address as registered with ASIC  
**Incorporated associations** - address as registered with ASIC

Postal address:

Contact person name:

Business number:  Mobile phone:  Work phone:

Email address:

Is this activity being organised by a Registered Charity or Not for Profit organisation? If yes, please provide evidence to be eligible for the fee waiver.

## 2. Activity details:

Location for proposed activity to take place: *include street address and/or name of park or reserve*

Please provide details of the proposed activity/alteration

What is the reason for the proposed activity/alteration?

Date range required for proposed activity (including pack in & pack out):

Start Date:  Finish Date:

What are the proposed daily hours of operation?

Start Time:  Finish Time:

Is the proposed activity being carried out by a contractor?  No  Yes - Please provide details of entity:

Company Name:

Postal Address:

Contact Name:  Contact Phone Number:

Are the proposed activity/alterations associated with a building or development application, please provide the application reference number:

## 3. Excavating public land or roads

What materials or structures will be bought onsite for the proposed work/alteration? *e.g.; soil, pipes, fencing, barricades.*

What vehicles, machinery or equipment will be used for the proposed activity/alteration? E.g., cherry picker, scaffolding

*Please include on your site plan the entry and exit points for vehicle access, where goods will be unloaded, the quantity and dimensions & if staying on site where they will be parked*

What are the dimensions of the proposed area to be used for your activity?

Length (Metres)  Width (metres)

Will your activity temporarily impact the use of a road, shoulder, verge, footpath or existing car parking? If yes, please provide details. *Please include on your site plan where goods will be unloaded, the quantity and dimensions of equipment & where your vehicle will be parked (Notification of temporary part road closure application may be required)*

How will the work site be restored at the completion of your activity/alteration? e.g., spread topsoil, grass seed, turf.

#### 4. Installing, removing, or maintaining structures or signs on public land or roads

What structures will be installed, removed, or maintained? E.g.; fencing, gantry, site office, permanent sign, awning over footpath.

How will these structures be installed, removed, or maintained? E.g.; concrete footing laid to install sign,

What vehicles, machinery or equipment will be used for the proposed activity/alteration? E.g., cherry picker, scaffolding

*Please include on your site plan the entry and exit points for vehicle access, where goods will be unloaded, the quantity and dimensions & if staying on site where they will be parked.*

Will your activity temporarily impact the use of a road, shoulder, verge, footpath or existing car parking? If yes, please provide details. *Please include on your site plan where goods will be unloaded, the quantity and dimensions of equipment & where your vehicle will be parked (Notification of temporary part road closure application may be required)*

What are the dimensions of the proposed area to be used for your activity?

Length (Metres)

Width (metres)

How will the work site be restored at the completion of your activity/alteration? e.g., spread topsoil, grass seed, turf.

**5. Other activities that may temporarily interfere with the ordinary use or enjoyment of public land.**

Will your activity temporarily impact the use of a road, shoulder, verge, footpath or existing car parking? If yes, please provide details. *Please include on your site plan where goods will be unloaded, the quantity and dimensions of equipment & where your vehicle will be parked (Notification of temporary part road closure application may be required)*

What vehicles, machinery or equipment will be used for the proposed activity/alteration? E.g., cherry picker, scaffolding.

*Please include on your site plan the entry and exit points for vehicle access, where goods will be unloaded, the quantity and dimensions & if staying on site where they will be parked*

Please provide any other details relevant to your activity that have not been included in Section 2.

How will the work site be restored at the completion of your activity/alteration? e.g., spread topsoil, grass seed, turf.

**Temporary boat ramp closure only** - Please list all alternatives that were considered and why they were rejected.

**6. Permission to access Public Land for Scientific Purposes details:**

What is the proposed location of the collection area? (*Include the street address and/or name of council reserve or attach a map highlighting requested locations*). If more than one location is being applied for, please provide additional details (as above) on a separate list and attach to your application.

Who are you seeking permission for?     Individual     Group

If affiliated with a group or organisation, please provide details (e.g. university, government)?

Please indicate the number of individuals that are likely to be covered by this permission. Please note that the applicant is responsible for maintaining a record of those individuals conducting the activity.

Please provide dates/times for your activity:

Start Date:		Start Time:		Finish Time:	
Finish Date:		Start Time:		Finish Time:	

Please select activity type:

- |   |  |
|---|--|
| <input type="checkbox"/> Collection of <i>native plant material</i> for scientific research (example - plant herbariums, collection of seeds for propagation) | <input type="checkbox"/> Collection/monitoring of <i>native animal material</i> for scientific research (example - trapping of native species, collection of insects, collection of fur/blood samples) |
| <input type="checkbox"/> Other ( <i>please specify</i> )  |  |

Species information (if you need more space, attach a separate sheet)

Species <i>Including scientific name</i>	Native/Exotic	Part(s) to be collected <i>Whole plant / leaves / roots / flowers / fruit</i> OR <i>Whole of animal or part of animal specify</i>	Living/Dead	Quantity per area

What is the proposed collection or trapping methods for your activity?

Provide a brief summary of the objective and aims of the proposed research.

Outline any potential impacts to the collection site and target species, as well as any measures that will be undertaken to minimise those impacts.

Outline the likely benefits to the community and/or how the project will help with biodiversity conservation within the region.

**7. Temporarily Depositing or storing goods and/or material:**

Please provide details of goods or materials to be stored, including quantities. *Include on your site plan the entry & exit points of vehicles, where goods will be unloaded, the quantity and dimensions of goods or materials e.g., soil, pipes.*

What are the dimensions of the proposed area to be used for your activity?

Length (Metres)

Width (metres)

What vehicles, machinery or equipment will be used for the proposed activity/alteration? E.g., cherry picker, scaffolding.

*Please include on your site plan the entry and exit points for vehicle access, where goods will be unloaded, the quantity and dimensions & if staying on site where they will be parked*

Will your activity impact the use of a road, shoulder, verge, footpath, or existing car parking space? If yes, please provide details. *Include details on your site plan*

How will the proposed be restored at the completion of your activity/alteration? e.g., spread topsoil, grass seed, turf.

### 8. Conditions for alteration of public land:

For the applicable mandatory conditions see [moretonbay.qld.gov.au/Services/Licences-Regulations/Alteration-Of-Public-Land](http://moretonbay.qld.gov.au/Services/Licences-Regulations/Alteration-Of-Public-Land)

### 9. Checklist for application:

- Payment of Application Fee (no payment required if evidence of a Registered Charity or Not for Profit organisation is provided) - please see [moretonbay.qld.gov.au/Council/Governance/Fees-and-Charges](http://moretonbay.qld.gov.au/Council/Governance/Fees-and-Charges) for fee amounts
- Payment of Commercial Use of Public Land Charge (no payment required if evidence of a Registered Charity or Not for Profit organisation is provided) - please see [moretonbay.qld.gov.au/Council/Governance/Fees-and-Charges](http://moretonbay.qld.gov.au/Council/Governance/Fees-and-Charges) for fee amounts
- Evidence of a current Public Liability Insurance Policy to the value of \$20,000,000 in the name as the applicant
- Completed Declaration of Applicant and Indemnity sections on this Application Form
- Site Plan
- Before You Dig Australia (BYDA) plans from all asset owners (showing no conflict with nearby utilities)
- Completed Risk Management Plan
- Confirm I have read and understood the conditions

### 10. Declaration of applicant:

- I acknowledge the information provided in this application is, to my knowledge true and correct.
- I acknowledge I have the authority to sign this application on behalf of the legal entity.
- I confirm I have read and understood the conditions relevant to this application.
- I understand that Fees and Charges may be payable on lodgement of this application.
- I am 18 years of age or older at the time of making this application.

Signature:

Date:

#### **Privacy Statement**

*Moreton Bay City Council is collecting your personal information for the purpose of assessing your application. External stakeholders may be forwarded your personal information as part of this assessment. The collection of this information is authorised under Moreton Bay City Council Alteration of Public Land Local Law 2023. If your application is approved, Council will forward your personal information to internal and external stakeholders to advise of the activity. Council will also use your personal information to update Council's customer information records and to contact you about other functions and services of Council.*

## 11. Indemnity for approvals granted under a Moreton Bay City Council Local Law:

In consideration of Moreton Bay City Council ("Council"), giving approval for **(Name of activity to which the approval relates) ("the Activity")**:

At **(Address/area where the activity is to be undertaken)**:

I **(Applicant Name)**:

- I agree to indemnify Council and keep it indemnified against any claim, demand, action, suit or proceeding that may be made or brought against Council, its employees, contractors and elected members for personal injury to or death of any person or loss of or damage to any property caused by, arising out of or as a consequence of the Activity.
- I acknowledge that Council has not made any claim, statement or inference with regard to the suitability of the facility or land for the Activity and I have satisfied myself in this regard.

Name of Applicant:

Signature:

Date:

## 12. Payment Options:

On receipt of application an invoice will be generated and sent to you. The following payment options will be available:



### Pay by Web

Visit Council's website:  
[www.moretonbay.qld.gov.au](http://www.moretonbay.qld.gov.au)



### BPAY

Contact your participating financial institution to make payment from your account.



### In Person

Payment can be made in person at Caboolture, Redcliffe and Strathpine Offices.



### Mail

City of Moreton Bay  
PO Box 159  
Caboolture QLD 4510



### Pay by Phone

Call (07)3480 6346