



**WEIPA TOWN AUTHORITY**

**Application For Property Access**

**App. Doc. No:** WTA – A – 001  
**Version:** 1.0

**Date Approve:** 18/04/08  
**Review Date:** 18/04/11

*Applications may be mailed to Weipa Town Authority, PO Box 420, Weipa 4874 or delivered to the Office or faxed to (07) 4069 9800*

**Name of Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Property Description:** \_\_\_\_\_  
*(as per Rate Notice)*

**Property Address:** \_\_\_\_\_  
 \_\_\_\_\_

**We hereby apply for permission to construct the following works:**  
*(tick boxes)*

Carry Out Work In Road Reserve	Fee <i>(strictly comply with standard &amp; occasional access)</i>	Fee <i>(non standard or commercial works)</i>
Residential Property Access up to 6m (width)	\$88.00	\$150

**Approval Advise Method:**  Fax  Post *(as per the following details)*

**Notes;**

1. Please read the appropriate policy, guides, standards and application annex prior to submitting an application form.
2. Payment of fees may be in cash, cheque or credit card.
3. A site plan/sketch (to scale) showing the location details and dimensions of the proposed work must be submitted with this application. A space has been provided on the reverse of this form to draw a sketch of the proposed location. Refer policy for level of documentation required.
4. By signing this form, you are indemnifying Weipa Town Authority and Rio Tinto Alcan against any liability arising from the proposed works on the footpath, applied for as part of this application. Should these work damage the existing infrastructure (roads, kerb & channel, footpaths, services) the owner will be required to repair these at their own cost.

**I/We the property owner/s certify that by ticking the "strictly Comply" box above that the works will be completed in strict compliance with the relevant Property Access Standard.**

**Property Owner Signature/s:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Credit Card Details**

**Type:**  Visa **Card Number:** \_\_\_\_\_  
 Master Card **Expiry Date:** \_\_\_\_\_ / \_\_\_\_\_

**Name on credit card** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**WTA Use Only:**

**Date Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Receipt No.** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**Application No.** \_\_\_\_\_ **Date Issued:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Initials:** \_\_\_\_\_



**WEIPA TOWN AUTHORITY POLICY**  
**Application For Property Access**

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Sketch of proposed works here:

**For WTA Use Only**

**Inspecting Officer's comments:** \_\_\_\_\_

*Weipa Town Authority, PO Box 420, Weipa Queensland 4874  
Phone: (07) 4030 9400 Fax: (07) 4069 9800  
Email: weipatown@bigpond.com  
www.weipatownoffice.com*



## WEIPA TOWN AUTHORITY

# Application For Property Access - Annex

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### Notes;

Applications must be submitted to WTA on the appropriate form. The applicant is required to certify that the works will be undertaken strictly in accordance with this Standard.

Applications which **comply** with WTA standards will attract an application fee as per WTA's Fees Schedule and the applicant can only proceed with the project when advised of approval in writing from the WTA.

The applicant is required to advise the WTA when the project is complete to allow a final inspection to be made. WTA has the authority to issue a written notice requiring the applicant to rectify any faults in the property access, or WTA may carry out the rectification work at the expense of the land owner if they fail to comply with the notice within a reasonable timeframe.

If the fault is an imminent danger to public safety, works will be carried out immediately.

### Standard Conditions for Residential Property Access.

#### Property access that "Strictly Comply" with the Standard

Applications must be submitted to WTA on the appropriate form along with the prescribed fee as per WTA's Fees Schedule, and must meet the following conditions:

1. The owner is responsible for the maintenance of all improvements/alterations undertaken.
2. The property access must be constructed in accordance with the Residential Property Access Standard and the FNQROC Standard Drawing No. S1015.
3. The applicant is responsible for the Workplace Health and Safety aspects during the construction of the property access and must protect the public by complying with the following:
  - a. the property access must be completed and safe within ten days of commencing excavation, including back fill to the sides of the property access;
  - b. tripping hazards to the public in the vicinity of the work must be minimised;
  - c. all steel rods or other potential hazards protruding above the ground must be suitably capped when the property access construction is unattended;
  - d. provision must be made for pedestrian safety, including safety mesh around the site whilst tripping hazards exist and alternative pedestrian passage on busy roads. (Where the home owner is constructing the property access, safety mesh may be borrowed from WTA upon payment of a bond); and
  - e. external house lights should be left on overnight where practical to flag the hazard on busy footpaths.
4. Property accesses and surrounding ground shall be maintained such that there is no tripping hazard. The property access must be built and maintained to the following tolerances: Kerbs, ropes, edging etc must not be placed on the side of the property access or footpath as they present a tripping hazard.
5. Where the property access is being constructed by a commercial entity, the holder of the permit must ensure that the constructor is covered by liability insurance in an amount of not less than \$10 million and which indemnifies Weipa Town Authority and Rio Tinto Alcan in respect of any liability arising from the construction of the vehicular access works.
6. Surface treatments shall be non-skid. Surface treatments other than broomed plain concrete may be difficult to replace by WTA or any other service provider in the future.



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### Notes;

#### **Applications which do not comply with this standard**

Applications must be submitted to WTA on the appropriate form along with the prescribed fee as per WTA's Fees Schedule, and must meet the following conditions:

1. a dimensioned drawing of the property access showing the location of the property access with respect to the boundary;
2. the proposed surface type; and
3. if the FNQROC Standard Drawing No. S1015 is not being used, then an alternative plan, including a long section showing distances and heights with respect to the top of the kerb, shall be provided.

A WTA officer may contact the applicant to confirm the details and possibly provide amended sketches of the property access to ensure compliance with this policy. The applicant can only proceed with the project when advised of approval in writing from the WTA.

The applicant is required to advise the WTA when the project is complete to allow a final inspection to be made. WTA has the authority to issue a written notice requiring the applicant to rectify any faults in the property access, or WTA may carry out the rectification work at the expense of the land owner if they fail to comply with the notice within a reasonable timeframe.

If the fault is an imminent danger to public safety, works will be carried out immediately.

The applicant is required to comply with the conditions set out in the "*Standard Conditions for Residential Property Access*". Property access that "*Strictly Comply*" with the Standard" with possible exception of item number 2, if the FNQROC Standard Drawing No. S1015 is not being used.