

Depositing of goods and materials – permit application

Local Law No. 11 (Local Government Controlled Areas and Roads) 2016
 Local Law No. 1 (Administration) 2016

2026/2027

This application form is to be used to apply for a permit for the depositing of goods or materials on a Council controlled area or road (which includes a footpath and/or road verge).

If you intend to deposit goods and materials and you comply with the below, you will **not** require a permit from Council:

- The depositing of a shipping container, building materials and raw materials on the nature strip or footpath area, provided that:
 - The goods or materials are placed in a location that is adjacent to the premises for which the goods or materials are required;
 - The goods or materials are only placed in the location for a temporary period of not more than 5 days in a safe manner;
 - There is no obstruction created by the placement of the goods or materials to traffic or pedestrians; and
 - The goods or materials are not placed on the formed road or placed on or obstruct access to any Council infrastructure or services.

For Council to assess your application, all relevant sections must be completed and supporting documentation submitted. **Processing takes a minimum of 14 days and can take up to 30 days.** Applications with a start date less than 14 days from submission will not be accepted.

1. Who is applying for the permit?

Individual(s) - Complete question 2	☐
Incorporated Association / Corporation – Complete question 3	☐

2. Individual(s)

Individual 1

	Mr ☐	Mrs ☐	Miss ☐	Ms ☐
Full name:				
Phone number:				
Email address:				
Postal address:				

Individual 2

	Mr ☐	Mrs ☐	Miss ☐	Ms ☐
Full name:				
Phone number:				
Email address:				
Postal address:				

3. Corporation or organisation

Name: <i>E.g., ABC Company Pty Ltd</i>	
ACN:	
Postal address:	

Registered address of corporation or organisation:	
Phone number:	
Email address:	

Nominated contact person:

If the applicant is a corporation or organisation, a contact person must be nominated for the permit and must be duly authorised to act on behalf of the corporation.

Full name of contact person:	
Position held within corporation or organisation:	
Phone number of contact person:	
Email address of contact person:	

4. Business trading name

If the trading name of the business is different to that which is provided at either question 2 or question 3, please provide the following information:

Business trading name:	
ABN:	

5. Is the applicant a not-for-profit organisation?

Council can consider applications for fee waivers of local law permit application fees for eligible not-for-profit organisations where sufficient documentation can be provided to confirm the applicant's not for profit status. Refer to [Council's Financial Assistance for Not for Profit Organisations – Fees & Charges](#) for more information. Council reserves the right to charge the relevant fee if Council is of the opinion that the organisation is not an eligible not for profit organisation.

Is the applicant a not-for-profit organisation?	Yes ☐
	<i>If answering yes to this question, please attach a copy of either of the following documentation that confirms the not for profit status of the organisation:</i> • A copy of the certificate of incorporation of the organisation under the Associations Incorporations Act 1981; • A copy of the constitution of the organisation that clearly states that the organisation or any of its members is prohibited from making a private profit or gain, either from ongoing operations of the organisation or as a result of the distribution of the organisation's assets if the organisation is wound up; or • Confirmation of registration with the Australian Charities and Not-for-profits Commission as a charity or confirmation that the organisation is a charity with the Australian Taxation Office (ATO).
	No ☐

6. Location of proposed depositing of goods and materials

Where is the proposed location that the goods and materials are to be deposited? <i>Please provide a description of the location. For example – an area of footpath adjoining 123 Smith Street, Cairns.</i>	
What are the dimensions and total area proposed to be used? <i>E.g., 5.5m x 2.5m = 13.75m²</i>	

7. Depositing of goods and materials details

Please provide a description of the goods and materials to be deposited (including quantity and sizes)? <i>E.g., placement of materials for a building site including a shipping container (2.4m x 3m) and placement of 2 skip bins (2.4m x 1.6m each) on the nature strip</i>	
What is the proposed timeframe for the depositing of goods and materials? <i>Please provide specific date/s and start and finish times where applicable.</i>	
Does the depositing of goods and materials affect traffic, parking or pedestrian use of the road?	Yes ☐ <i>If answering yes to this question, please include a Traffic Management Plan with this application:</i>
	No ☐
Does the depositing of goods and materials require the closure of any regulated parking bays?	Yes ☐
	No ☐

Please provide any further information if applicable.

8. Supporting Documentation

Please provide copies of each of the following documentation with your application. Please be advised that if any of the following are not included with your application, it will not be considered a properly made application and Council may refuse to accept it.

Site Plan	☐
<i>Note: please see the requirements of a site plan outlined at the end of this application form.</i>	
A certificate of currency for Public Liability Insurance held in the name of the proposed Permit Holder for an amount of no less than \$20 million which notes the Cairns Regional Council as an interested party.	☐
Traffic Guidance Scheme prepared by a Queensland person accredited to make and approve such plans if the proposed depositing of goods and materials requires temporary closure/diversion of pedestrian or vehicular traffic.	☐
Application for Parking Bay Permit with this application if you require the use of a regulated parking bay/s	☐

9. Applicant Declaration

If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Cairns Regional Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.

I indemnify the Cairns Regional Council, including its employees, representatives or agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the assessment of this application.

I agree that if a permit is issued following assessment of this application form that I will:

- (a) keep in effect during the term of any permit issued, a certificate of currency for public liability insurance which notes the Cairns Regional Council as an interested party and which is for a value of not less than \$20 million and held in the name of the permit holder; and
- (b) indemnify the Cairns Regional Council, including its employees, representatives and agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the activity and/or the use of the Council controlled area or road in any way.

☐ I have read and understood the above declaration and confirm that the information provided in this application and any supporting documents are true and correct.

Name of applicant
Either individual or corporation

Name of signatory <i>If applicant is a corporation</i>	
Position of signatory <i>If applicant is a corporation. E.g., Director, Secretary.</i>	
Signature	
Date	

Fees

Once a complete application form is received, information will be sent to you about how to make payment of the application fee.

PLEASE NOTE a security bond may be required.

Application fee	\$290.00
Security bond	\$1,000.00

How to submit your application

Submit your completed application form and supporting documentation by one of the following methods:



By mailing

You can mail your completed application to the following address:

Cairns Regional Council
PO Box 359
CAIRNS QLD 4870



In person

You can submit your completed application in person at Council's Spence Street Customer Service centre.



By email

You can submit your completed application by emailing it to regadmin@cairns.qld.gov.au

OFFICE USE ONLY Receipt Type T 164			
Fee:	Receipt #	Date:	Officer Name:

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

SITE PLAN REQUIREMENTS

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A site plan is required to be submitted for all permit applications. A site plan is required to be an aerial view with measurements and must include the following:

- the overall boundary of the area where the works are to occur which shows the overall dimensions (width and length) of the proposed permit area;
- the location and overall dimensions of any works proposed to be undertaken within the proposed area as well as any items, equipment, machinery/vehicles proposed to be used to carry out the works within the proposed area; and
- the location of any permanent infrastructure including adjoining buildings, trees, fire hydrants, transformers, telephone booths, mailboxes, bus shelters or seats, rubbish bins, pillars and posts (awning or building supports) and any other permanent items in or adjoining the proposed area.