



# 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 2023 – 30 June 2024*

**ABN:** 92 967 232 136

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

<input type="checkbox"/> Planting, clearing, damaging, removing or interfering with flora, fauna, flora material, fauna material, soil, sand, rock, water or other material.	Complete Sections 1, 2, 5, 6, 7, 8 and 9
<input type="checkbox"/> Erecting, installing, damaging, removing or interfering with any building, structure, sign or equipment (construction, drainage, earthworks).	Complete Sections 1, 2, 5, 6, 7, 8 and 9
<input type="checkbox"/> Depositing or removing material (temporary storage/placement of materials/goods).	Complete Sections 1, 2, 3, 5, 6, 7, 8 and 9
<input type="checkbox"/> Lighting a fire on public land.	Complete Sections 1, 2, 5, 6, 7, 8 and 9
<input type="checkbox"/> Temporary Boat Ramp Closure.	Complete Sections 1, 4, 5, 6, 7, 8 and 9
<input type="checkbox"/> Other activities or actions not listed above that may interfere with the ordinary use or enjoyment of land.	Complete Sections 1, 2, 5, 6, 7, 8 and 9

## 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 work/alteration to take place:

I confirm I hold a current Public Liability Insurance Policy to the value of \$20,000,000:

Please provide details of the proposed work/alteration

Reason for proposed work/alteration?

Date range required for proposed work/alteration:

Start Date:  Start Time:  Finish Time:

Finish Date:  Start Time:  Finish Time:

What vehicles and/or machinery will be used for the proposed work/alteration?

What structures and/or equipment will be used for the proposed work/alteration?

What materials will be used for the proposed work/alteration?

Will vehicles, machinery, structures, equipment and/or materials be parked or placed on a road reserve or any other public land for this proposed work/alteration for any amount of time?

Is vehicle access on a road or footpath required for the proposed work/alteration?

Will there be any temporary footpath, road closures or changes to the normal traffic conditions?

Will there be any impact on existing parking (including disability parking, no stopping zones, emergency bays, pedestrian walkways) or any other usual activity?

Please provide details about how the existing parking will be impacted:

Please provide contact name and number on site:

If the site is required to be restored, please provide details on how this will happen?

If the works are associated with a building or development application, please provide the application reference number:

Details of Entity Carrying Out the Works:

Company Name:

Postal Address:

Contact Name:

Contact Phone Number

### 3. Depositing or removing material (temporary storage, placement of materials/goods).

Describe the types of materials/goods and quantities to be deposited/removed

When will the goods or materials be delivered to the proposed location?

Date:  Start Time:  Finish Time:

When will the goods or materials be removed from the proposed location?

Date:  Start Time:  Finish Time:

### 4. Temporary Boat Ramp Closure

What is the location of the boat ramp?

What is the reason for the temporary boat ramp closure? - Please provide all operational details

Please list all alternatives that were considered and the reasons why they were rejected in favour of a temporary boat ramp closure

Date range the temporary boat ramp closure is required

Start Date:  Start Time:  Finish Time:

Finish Date:  Start Time:  Finish Time:

### 5. 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)

### 6. 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
- ☐ Completed Declaration of Applicant and Indemnity sections on this Application Form
- ☐ Site Plan (if applicable)
- ☐ Completed Risk Management Plan
- ☐ Confirm I have read and understood the conditions

## 7. 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.

## 8. 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:

## 9. 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

Moreton Bay City Council  
PO Box 159  
Caboolture QLD 4510



### Pay by Phone

Call (07)3480 6346