

# 2025/26 Application for Road Closure

## Important Information:

1. Application forms must be completed in full and submitted with all mandatory attachments to [Council@logan.qld.gov.au](mailto:Council@logan.qld.gov.au).
2. All information and documentation (invoices and approved permits) relating to the application will be sent to the details listed under the 'Applicant details' section.

## Applicant Declaration:

The applicant:

- a) Acknowledges that the application must be submitted a minimum of ten (10) working days prior to the date that work is scheduled to commence
- b) Acknowledges that a minimum of ten (10) working days is required to process the application. Any amendments required to the application may result in the full ten (10) days processing period recommencing which may delay the proposed start date.
- c) Acknowledges that applications associated with major works applications may take longer than fifteen (15) working days to process.
- d) Acknowledges that incomplete applications will not be processed.

## Application Fees:

Standard Application Processing Fee (non refundable)	Express Application Processing Fee	Major works application
\$445.00	\$664	\$890.00
<p>a) The applicant acknowledges that upon lodging the application, the above processing fee will apply.</p> <p>b) If after lodging the application to Council, the applicant would like to cancel the application, the above processing fee will still apply</p>	<p>a) If the applicant selects the express processing box, an express processing fee of \$664 will be charged in addition to the \$445 standard processing fee.</p> <p>b) The applicant acknowledges that express applications may be refused if there is no capacity to process the application within the desired timeframe.</p> <p>c) If express timeframes cannot be met by Council, the applicant will be notified, and charged the standard application fee of \$445.00</p>	<p>a) If the applicant selects the Major works application a fee of \$890.00 will be charged.</p> <p>b) Express application processing is not available to major works applications</p> <p>c) Major works applications apply for the follow:</p> <ul style="list-style-type: none"><li>• Any applications with over 5 roads</li><li>• Any applications requiring more than a 3-month timeframe</li><li>• Blanket permits (permits for 12 months across Logan City)</li></ul>

## Extensions and Amendments of existing permits

- a) If you are requesting any of the following, then apply for an amendment.
- changes to approved TGS' or to include new TGS'
  - changes to approved hours
- b) If you just require the dates to be extended (no changes to hours/plans), then apply for an extension

### Extension of existing permit

- a) Any further extensions will incur the standard processing fee of \$445.00

### Amendment of existing permit

- a) Any amendments will incur the standard processing fee of \$445.00

## 1. Details of Application

☐

New

☐

Amendment

☐

Extension

☐

Major Works

Existing RC # for Amendment/Extension:

## 2. Express Processing ☐

Express processing fees apply to any application requiring a defined timeframe (typically less than 7 to 10 working days) for Council to email a Letter of No Objection to the applicant (subject to all required information included at time of submission).

The express processing fee is charged in addition to the standard processing fee and applies to all applications including new, amendment and extension. Requests to process applications as Express Applications may be refused if there is no capacity for Council to process the applications within the desired timeframe, in which case only the standard processing fee of \$445.00 applies.

Express application processing is not available to major works applications.

Permit Required by (date): \_\_\_\_\_

### 3. Applicant 1 details (Submit application, invoices sent to and permits issued to)

Applicant:	<input type="text"/>		
Contact Name:	<input type="text"/>		
Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Postcode:	<input type="text"/>
E-mail:	<input type="text"/>		
Signature:	<input type="text"/>		

### 4. Applicant 2 details (Principal Contractor performing works)

Name:	<input type="text"/>		
Address:	<input type="text"/>		
Telephone:	<input type="text"/>	Postcode:	<input type="text"/>
E-mail:	<input type="text"/>		

### 5. Traffic management company (company must be registered DTMR Traffic Management Registration Scheme and responsible for implementing TMP)

Name:	<input type="text"/>
Address:	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>

## 6. Closure details

Request Dates – Start:  End:

Number of days physically on site (approximate):

### Extent of proposed closure (please tick appropriate boxes)

<input type="checkbox"/> Partial verge/footpath	<input type="checkbox"/> Full verge/footpath	<input type="checkbox"/> Shared Path
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**Please provide:** Traffic Guidance Scheme Number, Version and Date

<input type="checkbox"/> Shoulder	<input type="checkbox"/> Parking Lane	<input type="checkbox"/> Partial Lane
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<input type="checkbox"/> Lane	
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**Please provide:** Traffic Guidance Scheme Number, Version and Date

<input type="checkbox"/> Half Road with shuttle flow	<input type="checkbox"/> Half Road with detour
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**Please provide:** Traffic Guidance Scheme Number, Version and Date

<input type="checkbox"/> Hold and Release
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**Please provide:** Traffic Guidance Scheme Number, Version and Date

<input type="checkbox"/> Full Road
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**Please provide:** Traffic Guidance Scheme Number, Version and Date

### Nature of Works (please select appropriate boxes)

☐ Public Utility Maintenance  
(Telecommunications, Gas,  
Lighting)

☐ Road Maintenance or  
Road Upgrades

☐ Hoisting

☐ Landscaping

☐ Development

☐ Private Construction

☐ Fete / Markets

☐ Excavation

☐ Special Event

☐ Other:(please specify)

Brief description of work/event:

### Who are the works on behalf of:

☐ Logan City Council

☐ Main Roads

☐ Telstra

☐ Development

☐ Energex

☐

If you select Logan City Council or Development, please provide further details in next section

### Further details

☐ Development Reference *(you will need to  
attach a copy of stamped approved plans)*

Development Approval Number

DEV \_\_\_\_\_ / \_\_\_\_\_

Other: \_\_\_\_\_

☐ Road Opening / Excavation Permit  
Permit Document ID No.

\_\_\_\_\_

### Further details

☐ Council Project: please provide contact information below

Contact Name:

Contact Number:

Contract/Project Reference:

## 7. Temporary Road Closure Details (max. of 5 locations)

### Location 1:

Street			Suburb		
Between: (street)			And (street):		
Requested Hours	<input type="checkbox"/> 9am – 4pm	<input type="checkbox"/> 8pm to 5am	<input type="checkbox"/> Extended hours:		
Requested Days	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends			
Are bus stops affected by works?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

### Location 2:

Street			Suburb		
Between: (street)			And (street):		
Requested Hours	<input type="checkbox"/> 9am – 4pm	<input type="checkbox"/> 8pm to 5am	<input type="checkbox"/> Extended hours:		
Requested Days	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends			
Are bus stops affected by works?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

### Location 3:

Street			Suburb		
Between: (street)			And (street):		
Requested Hours	<input type="checkbox"/> 9am – 4pm	<input type="checkbox"/> 8pm to 5am	<input type="checkbox"/> Extended hours:		
Requested Days	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends			
Are bus stops affected by works?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

**Location 4:**

Street		Suburb	
Between: (street)		And (street):	
Requested Hours	<input type="checkbox"/> 9am – 4pm	<input type="checkbox"/> 8pm to 5am	<input type="checkbox"/> Extended hours:
Requested Days	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends	
Are bus stops affected by works?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Location 5:**

Street		Suburb	
Between: (street)		And (street):	
Requested Hours	<input type="checkbox"/> 9am – 4pm	<input type="checkbox"/> 8pm to 5am	<input type="checkbox"/> Extended hours:
Requested Days	<input type="checkbox"/> Weekdays	<input type="checkbox"/> Weekends	
Are bus stops affected by works?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## 8. Attachments

Attachments	Please tick
<b>Traffic Guidance Scheme (TGS).</b> A site specific TGS Plan prepared in accordance with the Manual of Uniform Traffic Control Devices (MUTCD), Australian Guide to Temporary Traffic Management (AGTTM), and Queensland Guide to Temporary Traffic Management (QGTMM) and approved by a TMR Registered Traffic Management Designer (TMD details to be shown)	<input type="checkbox"/> <b>Mandatory</b>
<b>Traffic Management Plan (TMP)</b> for major works	<input type="checkbox"/>
<b>Full Road Closure / Major works:</b> Stakeholder notification completed prior to application submission (if yes please provide evidence)	<input type="checkbox"/>
<b>Development Approved plans</b> (refer section 6)	<input type="checkbox"/>

Please email completed form to [Council@logan.qld.gov.au](mailto:Council@logan.qld.gov.au)

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