

What is Operational Works?

Operational Works means work, other than Building Work or Plumbing or Drainage Work, in, on, or over or under premises that materially effects premises or the use of premises. This often involves civil works such as earthworks, extending or relocating water, sewer or stormwater mains, or constructing or upgrading roads.

What do I Need to Lodge a Development Application?

To lodge a properly made Development Application, you will need to provide:

- 1) Completion of [DA Form 1](#) (including owners consent where tidal works only)
- 2) [Plans of Development](#) (executed by a Registered Professional Engineer of Queensland (Civil Engineer))
- 3) Payment of [Council Fee](#)
- 4) [Payment details of Portable Long Service Leave Levy](#) including amount, date and number (where works exceed \$150,000), and
- 5) [Town Planning Report](#) including assessment against the [Charters Towers Regional Town Plan Version 2](#).

Depending on the nature of the application, technical reports may also need to be provided such as traffic, geotechnical, stormwater or hydraulic. It suggested that you liaise with Council's Planning and Development Department prior to lodgement to confirm this.

What Will my Development Permit contain?

Once approved, your Development Permit will:

- 1) Contain development conditions that you must comply with prior to commencing construction such as:
 - a) Complying with any referral agency conditions
 - b) Ensuring works during construction and operation maintain the character and amenity of the surrounding locality
 - c) Undertaking a pre-start meeting with Council
 - d) Payment of Council bonds
 - e) Connecting to infrastructure such as roads, water, sewer, telecommunication or electricity
- 2) Include the approved Plans of Development, and
- 3) Have a currency of only two years.

When Can I Start Construction?

Construction can only occur prior to undertaking a pre-start meeting with Council Officers and the nominated Principal Contractor. All Council bonds will be required to be paid in full prior to works commencing.

What are Council's Maintenance Periods?

Once works are completed, 'as constructed' drawings are provided to Council and an inspection has been undertaken by a Council Officer, the works will go 'on maintenance' for a period of 12 months. Upon the completion of the maintenance period, a Council Officer will do a final defects inspection and upon their satisfaction, the works will go 'off maintenance'. Upon then, all bonds will be returned to the Applicant.

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Right to Information Act 2009* and *Information Privacy Act 2009*). This information will be stored on Council's database. The information collected will be retained as required by the *Public Records Act 2002*.