

Information for Applicants

Please ensure that you read this information prior to lodging a Lease of Road Reserve application. It is important to note that the applicant is to pay all costs associated with pursuing the Lease of Road Reserve application. The associated costs for this application are stated in Council's Fees and Charges.

All Lease of Road Reserve applications are subject to Council approval under delegated authority.

Following receipt of this completed form, the following actions are undertaken:

1. Council will issue an invoice for the non-refundable application fee (in accordance with Council's Fees and Charges).
2. Council Property Officers will consult with internal stakeholders (e.g. Environment & Sustainability, Transport & Assets and Planning & Place).
3. Council's Property Officers will issue a Heads of Agreement with the terms of the proposed lease of road reserve to the applicant.
4. Staff will carry out Public Notification in accordance with the Roads Act 1993. This includes letters to surrounding residents, a notice on Council's Website and a notice on the subject land. Public notice period is a minimum of 28 days.
5. Council is required to consider all submissions received and take actions to resolve any objections in accordance with the Roads Act 1993.
6. Upon approval from the Asset manager/owner to proceed with the road lease, Council's Property Officers will notify the applicant of the decision.
7. Council Property Officers will notify the decision to grant the lease on Council's website.
8. Council Property Officers will prepare the Lease document.
9. Council Property Officers will arrange for the Lease to be executed by all parties.
10. Once the Lease has been fully executed Council Property Officers will issue a copy of the Lease to the Lessee and commence charging the annual Lease Fees.

If you are acting on behalf of the land owner you will need to provide a letter of authority to be submitted as part of the application. Where there is more than one owner, we require all owner's agreement to this application (Parts 2 and 9 of the application form).

Fees

The estimated associated costs include, but are not limited to, the following:

Application Fee	As per Council's Fees & Charges
Annual Lease Fee	As per Council's Fees & Charges
Surveying Costs	Quote to be sought by applicant
Council's legal costs	As per Council's Fees & Charges
Lease Renewal Fee	As per Council's Fees & Charges

Council's fees are subject to change in line with annual Delivery Program process.

For further information on the fees and charges, please enquire with Council's Property team.