



Part B – Form L19

Road Licence Application

Land Act 1994

Requirements

1. This application is for a road licence.
2. Please read the respective [Applying for a road licence guide](#), which includes application restrictions.
3. Payment of the prescribed Application fee per title reference. A refund of application fees will not be given. Details of fees are available on the [Department of Resources](#) website or contact your nearest [business centre 13 QGOV 13 74 68](#).
4. **Part A online form:** [Contact and land details](#) or [Part A - Contact and land details](#) (PDF) will need to be completed and submitted with your application.
5. You must **attach a drawing** showing the required information which is detailed in the [guide](#) under the heading “How to apply”.
6. Any additional information to support the application.
7. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.


Important information

8. You are **strongly encouraged** to arrange a pre-lodgement meeting with us before you apply to ensure you have the information you need to apply correctly. You can do this by contacting your nearest business centre.
9. A ‘Road Licence’ is issued by the State for an exclusive right to use the land in a road that has been temporarily closed.
10. You are encouraged to contact your nearest Department of Resources [business centre](#) arrange a pre-lodgement meeting. The pre-lodgement meeting is intended to clarify the application requirements thereby preventing any unnecessary delays. It is also intended to cover the process, timeframes, costs, and quality of information necessary to properly access the application.
11. The Minister may issue a road licence over a temporarily closed road to an adjoining owner. An adjoining owner is defined as the registered owner of the property that shares a common boundary with the road area. i.e., Contiguous; directly connected; or without interruption. To see if you are an adjoining owner, read the information in the [Applying for a road closure](#) guide under the heading “Who can apply”.

Road licences can be issued only over roads that have been temporarily closed. To find out if a road has been temporarily closed, contact one of our [business centres](#) If the road has not been closed, you will need to [apply for a road closure](#) instead.

12. However, the road licence can be issue to another person if the road licence is only for allowing the person holding the licence to make structural improvements for:
 - Pipes for irrigation purposes that cross the road beneath its surface
 - Water channels for irrigation purposes that cross the road
13. A road licence cannot be mortgaged, subleased or subdivided, however with the consent of Department of Resources it may be transferred (consent is not required if the road licence is exempt see [Transferring a lease or licence guide](#)).

14. A road licence is considered to be a right to occupy state land, only while the rent continues to be paid. Department of Resources may however, after giving reasonable notice to the licensee, cancel the licence at any time.
15. Information on this form, and any attachments, is being collected to process and assess your application under section 103 of the [Land Act 1994](#). If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
16. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary, and you may email stateland@resources.qld.gov.au if you do not wish for the department to contact you.
17. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
18. For further privacy information click [Privacy](#) page.

Office Use Only	Road Licence Application	 9 311662 185235
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1. Has the road already been temporarily closed?

Yes **go to 2**

No **Application for road closure should be made (Form LA18)**

2. The application is for:

Use by the registered owner, lessee or trustee of the land that adjoins the road subject to this application **go to 3**

Pipes for irrigation purposes that cross the road beneath the surface **go to 3**

Water channels for irrigation purposes that cross the road **go to 3**

None of the above **Application cannot be considered**

3. Provide details in Schedule 1 below, of any land you lease from the State or are the registered owner that adjoins or is in the vicinity of the land applied for:

Schedule 1		
You must enter either the Lot on Plan or Title Reference of the land.		
Lot	Plan	Title Reference

go to 4

The description of the land can be found on a current title search or on your rates notice. To check this, you can purchase a title search by calling (07) 3497 3479, or visiting the [Titles Queensland website](#) (and select 'Searches')

If insufficient space, please add additional description as an attachment.

4. Provide details of the proposed use of the area, including information on existing improvements, if any. **go to 5**

(If there is insufficient space, please lodge as an attachment)

5. If you are not the manager of the road as defined below, have you consulted with the road manager to determine if the road is still required?

Yes

go to 6

No

go to 6

Before submitting your application to the department, it is recommended that you discuss your proposal for closure of a local road with the local government responsible for its management, or the [Department of Transport and Main Roads](#) for a state controlled road managed under the [Transport Infrastructure Act 1994](#).

This will assist you to plan your project and will help reduce the time required to assess your application. It will also provide you with an opportunity to address in your application any issues identified through discussion with the road manager.

A signed '[Part C Form LA30 – Statement in relation to an application under the Land Act 1994](#) over State land' from the road manager must accompany this application.

Road Manager is:-

- The local government for a road that is controlled by the local council;
- For a state-controlled road, the chief executive of the Queensland Government agency administering the [Transport Infrastructure Act 1994](#) such as the Department of Transport and Main Roads.

6. Have you made a previous application for a road licence over this area of road?

Yes

go to 7

No

go to 9

7. Was this application refused?

Yes

go to 8

No

go to 9

8. Has there been any change in circumstances from the previous application, which may lead to this application being accepted for further consideration?

Yes

go to 9

No

go to 10

9. Provide details of the change in circumstances from the previous application.

go to 10

(If there is insufficient space, please lodge as an attachment)

10. Is any use currently being made of the road area?

Yes

go to 11

No

go to 12

11. Provide details of the current use of road e.g. grazing, cane growing, encroachment of building or structure. go to 12
(If there is insufficient space, please lodge as an attachment)

12. Provide details of the proposed use of the road area. go to 13
(If there is insufficient space, please lodge as an attachment)

13. Provide details of any additional information to support the application. go to 14
(If there is insufficient space, please lodge as an attachment)

Attachments

The following will need to be lodged with your application for it to be considered a properly made application. If all this information is not submitted, your application will be returned.

14. Tick the box to confirm the attachments for part of the application:

- Application Fee
- [Contact and land details](#) or [Part A - Contact and land details](#) (PDF)
- A drawing showing the information listed in the “How to apply” in the [guide](#)
- Signed Part C – Form LA30 – Statement in relation to an application under the [Land Act 1994](#)
- Evidence of pre-lodgement discussions with the department, if applicable

Note: It is recommended that any attached drawings be of minimum A4 size. Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

Declaration

I certify that I have read the information, which forms part of this application and the information I have provided is true and accurate.

Signature of applicant (or their legal practitioner)

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Date: / /

Note: If applicant, section 142 of the [Land Act 1994](#) states a person is eligible to apply for, buy or hold land under the [Land Act 1994](#) if the person is an adult, that is, 18 years of age or over. If the legal practitioner of the applicant is signing as the applicant, then the legal practitioner's full name must be printed immediately below the signature.