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## Part B – Form L19

# Road Licence Application

## *Land Act 1994*

### Requirements

1. Use this application form to apply for a road licence.
2. Please read the respective [Applying for a road licence guide](#), which includes application restrictions. The content on this page may help you decide if this application form applies to you and your needs. It will also help guide you through the application process.
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 Natural Resources and Mines, Manufacturing and Regional and Rural Development](#) 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. **Part C – Form 30:** [Statement in relation to an application under the Land Act](#) must be completed and submitted with your application.
7. Any additional information to support the application.
8. 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

1. For detailed information and to ensure you complete the correct application form, we encourage you to arrange a prelodgement meeting and refer to the *Land Act 1994*. Contact your nearest [business centre](#) to arrange a meeting.
2. A road licence will give you exclusive occupation of a road that has been temporarily closed, within the conditions of the road licence.
3. 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.
4. You can apply for a road licence if you're an adjoining owner. This means that you're the registered owner of the property that shares common boundary with the road. You can apply for the area of road that immediately adjoins the property boundary, but not any part of the road that continues in either direction beyond the property boundary.
5. You can't apply if you only have limited frontage to the road. You're not considered an adjoining owner if the road is a 'dead end', and the property boundary only adjoins on the end and doesn't extend along the road. 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”.
6. If you're not an adjoining owner, you can apply for a road 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

7. A road licence cannot be mortgaged, subleased or subdivided, however with the consent of Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (the department) it may be transferred (consent is not required if the road licence is exempt see [Transferring a lease or licence guide](#)).
8. Road licences may be cancelled at short notice, generally 3 months, with no compensation.

#### Information and Data collection

9. 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.
10. 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](mailto:stateland@resources.qld.gov.au) if you do not wish for the department to contact you.
11. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
12. For further privacy information click [Privacy](#) page <<https://www.nrmmrrd.qld.gov.au/legal/privacy>> .

<b>Office Use Only</b>	<b>Road Licence Application</b>	 9 311662 185235
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<b>1. Has the road already been temporarily closed?</b>	
<input type="checkbox"/> Yes	<b>go to 2</b>
<input type="checkbox"/> No	<b>Application for road closure should be made (Form LA18)</b>

<b>2. The application is:</b>	
<input type="checkbox"/> For the registered owner, lessee or trustee of the land that adjoins the road subject to this application	<b>go to 3</b>
<input type="checkbox"/> Pipes for irrigation purposes that cross the road beneath the surface	<b>go to 3</b>
<input type="checkbox"/> Water channels for irrigation purposes that cross the road	<b>go to 3</b>
<input type="checkbox"/> None of the above	<b>Application cannot be considered</b>

<b>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:</b>																
	<p align="center"><b>Schedule 1</b></p> <p align="center">You must enter either the Lot on Plan or Title Reference of the land.</p> <table border="1"> <thead> <tr> <th align="center">Lot</th> <th align="center">Plan</th> <th align="center">Title Reference</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Lot	Plan	Title Reference										<b>go to 4</b>
	Lot	Plan	Title Reference													
<p>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 <b>(07) 3497 3479</b>, or visiting the <a href="#">Titles Queensland website</a> (and select 'Searches')</p> <p>If insufficient space, please add additional description as an attachment.</p>																

<b>4. Provide details of the proposed use of the area, including information on existing improvements, if any. go to 5</b>	
(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, you should discuss your proposal for closure with the road manager (responsible for the control and management of the road).

If the proposed use can be authorised by the road manager an application for road closure is not required. It will also provide you with an opportunity to address in your application any issues identified through discussion with the road manager.

The **road manager** is:

- For a road that is under the control of a local government—the local government;
- For a state-controlled road, the chief executive administering the [Transport Infrastructure Act 1994](#) (Department of Transport and Main Roads).

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.

**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
- ☐ Part A online form [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)


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.