



## SECTION 221 PERMIT APPLICATION FACT SHEET

The Local Government Act 1999 requires any person who wishes to undertake an activity on a public road, which includes the footpath, to first obtain a permit. If you are unsure if you require a permit for a particular activity then it is best to check with the Council.

### **Section 221 – Alteration of a Road**

A permit is required when a person wishes to undertake works to a public road. The typical activities that are included under this Section include:

- The construction of a new driveway or footpath across the road;
- Installation of structures (including pipes, wires, cables etc) in, on, across, over or under a road;
- The placement of a hoarding on a road;
- Changes to the materials or construction of a road;
- Changes or removal of a structure associated with a road; and
- Planting or removal of a tree or vegetation on a road.

### **How do I apply for a permit?**

A permit application to Undertake Work on Council Land will need to be completed and can be accessed via the Council website.

A permit application fee is applicable and will need to be paid at the time of lodging the permit application.

A copy of public liability insurance will need to be submitted along with the permit application and a Dial Before You Dig (DBYD) will need to be completed before commencing works.

For more information relating to the Dial Before You Dig process please visit the link below:

<https://www.1100.com.au/>

### **Approval Process**

Once Council has received the permit application, relevant supporting documents and the application fee has been paid you're your application will be assessed by a staff member and letter of approval or refusal will be issued to applicant.

### **Conditions**

Council may include any appropriate conditions with a permit. These conditions may include:

- Any safety requirements;
- Specific works to be undertaken such as earthworks, drainage or fencing;
- Maintenance of roads, footpaths or vegetation; and
- Removal of any structure after a nominated period of time.

Failure to comply with any conditions may result in the withdrawal of a permit.

### **Complaints Handling Process**

A complaint can be made in a number of ways:

- Telephone
- Email
- Letter
- In person at the Loxton or Waikerie Council Office



### **Right to Appeal**

If you are not satisfied that your complaint has been adequately resolved you can request an internal review of a Council decision. An independent senior officer will then undertake an investigation of the issue and make a determination on the matter. Contact the Internal Review Contact Officer, on 8584 8000 to request an internal review.

You have the right to take your complaint to an external agency at any time if you are unsatisfied with the way it is being handled. The Ombudsman can be contacted via phone on 8226 8699 or by visiting the website below:

[www.ombudsman.sa.gov.au](http://www.ombudsman.sa.gov.au)

**This information is advisory and is provided by the Council as a community service and as a guide only to key elements of the permit application process. For a more thorough understanding or for any specific enquiries concerning the use and alteration of a road, professional advice should be sought or the Council officers contacted for further assistance on 8584 8000.**