



Part B – Form L19

Road Licence Application

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), if relevant. A refund of application fees will not be given. (Details of fees are available on the [Department of Resources website](#) at <https://www.resources.qld.gov.au> or from a regional [department's business office](#) or call 13 QGOV 13 74 68).
4. **Part A - Form LA00: [Contact and land details](#)** 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 "Application Requirements".
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.
8. Prior to lodging your application, the Department **strongly encourages** the applicant to have a **pre-lodgement meeting** with a departmental officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

Important information

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](#) to 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. i.e. Contiguous; directly connected; or without interruption.

An adjoining owner can apply for the area of road that immediately adjoins the property boundary and not any part of the road that continues in either direction beyond the property boundary.

If a road is a "dead end" and the property boundary adjoins on the end and does not extend along the road, the owner is not considered an adjoining owner for a road closure application. To be clear, a person who has limited frontage to the road cannot apply for closure of the entire length of the road.

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.

14. A road licence is considered to be a right to occupy state land, only while the rent continue to be paid. Department of Resources may however after giving reasonable notice to the licensee to cancel the licence at anytime.
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](#) or go to <www.resources.qld.gov.au/home/legal/privacy>.

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 (Part B – 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 **1300 255 750**, visiting the [Titles Queensland website](https://www.titlesqld.com.au/) <https://www.titlesqld.com.au/> (and select 'Searches') or visiting one of the [regional business centres](#).

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](https://www.tmr.qld.gov.au/) <https://www.tmr.qld.gov.au/> 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.

A road may be permanently closed under the *Land Act 1994* if the Minister is satisfied the road is not:

- the only dedicated access to a person's land;
- used regularly by the public as a road or stock route; or
- providing continuity to a road network.

An application must be refused if the road is still needed in accordance with section 101(3) of the [Land Act 1994](#).

Note: A road manager has the powers to authorise various uses on roads, however neither agency is able to permanently close the dedicated road and allocate the land for another use.

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

The application maybe rejected without further consideration.

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 – Form LA00 – Contact and Land details
- A drawing showing the information listed in the “Application Requirements” in the [guide](#)
- Signed Part C – Form LA30 – Statement in relation to an application under the Land Act 1994

Note: It is recommended that any attached drawings be of 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 representative)

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 representative of the applicant is signing as the applicant then the legal representative's full name must be printed immediately below the signature.