

Application for Property Access Approval 2026/2027



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Important Information:

This application form is applicable to any property owner wishing to construct or upgrade a driveway that connects to a local Council-controlled road within the Gympie Regional Council area. All proposed driveways must comply with Council's current standards and be designed to manage stormwater effectively. Please see <https://www.gympie.qld.gov.au/Services/Housing-Property-Matters/Driveway-and-property-entrances> for current property access standards or more information on the approval process.

Before construction can commence, approval must be obtained from Council. This form must be submitted along with all relevant documentation for the application to be considered.

Fees apply to the assessment of driveway applications. These charges help cover the costs associated with processing, inspection and ensuring compliance with Council standards.

If your property adjoins a State-controlled road, you must apply through the Department of Transport and Main Roads (TMR) using their designated form. These applications are not managed through Council. For assistance in determining whether your road is Council or State controlled, please visit QLDTraffic Road Lookup.

2026/2027 Application for Property Access Approval Fee	
Upgrade Existing Driveway <i>Includes any changes to kerb and channel or changes to existing driveway material.</i>	\$227.00 incl GST
New Driveway Construction	\$454.00 incl GST
This non-refundable application fee is required prior to assessment commencing on your application. Following your submission, an invoice will be issued, and assessment of the application will not commence until payment has been received in full. By submitting this application, the applicant acknowledges and agrees to these payment terms.	

Please forward completed application and/or queries to:

Mail: Gympie Regional Council
PO Box 155
Gympie Qld 4570

Email: council@gympie.qld.gov.au
Ph: 1300 307 800

OFFICE USE ONLY		
Invoice No:	Receipt No:	Date Paid:

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Applicant Details:

Applicant Name/s:

Business Name (if applicable):

Postal Address:

Email Address:

Phone Number:

Proposed Property Access Details:

Application Type: New Construction

Upgrade to Existing

Address of Proposed Property Access:

Lot Number:

Plan Number:

Number of Existing Property Accesses (if any):

Type of Access:

Reinforced Concrete Pipe

Invert Crossing

Access Finish:

Brushed/Stamped Concrete

Exposed Aggregate

Other (please detail):

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Customer Self-Assessment (Mandatory when applying for a new construction) – please tick all that apply

Note: this self-assessment does not automatically indicate that a driveway will be approved.

Will the proposed access be further than 1 meter from the property boundary?	Yes No	Yes – <u>may</u> be approved No – unlikely to be approved
Is there equal to or more than the required sight distance listed on Council Standard Drawings when exiting the new access?	Yes No	Yes – <u>may</u> be approved No – unlikely to be approved
Are all services (utilities, pram ramps, parking bay/s, stormwater pits, etc) located at least 1 meter from the proposed property access?	Yes No	Yes – <u>may</u> be approved No – unlikely to be approved
Will the proposed driveway be at least 4 meters away from any street trees?	Yes No	Yes – <u>may</u> be approved No – unlikely to be approved
If your application is for a secondary access, the below questions are also mandatory		
Does the property have 40 meters or more road frontage?	Yes No	Yes – <u>may</u> be approved No – unlikely to be approved
Is the second driveway proposed to be at least 12 meters away from the primary driveway?	Yes No	Yes – <u>may</u> be approved No – unlikely to be approved

Mandatory Attachments

Please attach a site plan or satellite aerial view plan of proposed access location including measurements and distances from boundary/s, street trees and roadside services and infrastructure.

Applicants Signature: _____

Date: _____

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Office Use Only

Inspector:

Driveway Type:

Sight Distances:

Inspector Comments:

Inspector Recommendation:

Approval Conditions (if applicable):

Approver:

Approver Decision/Outcome/Comments:

Approver Signature:

Date:

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