



Pre-permit planning checklist

Estimate council and road-authority approval lead time for your project

Use this checklist to identify the activity type, approving authority and risk factors that affect your permit timeline. Ranges are based on CATO Group's project history with TfNSW, TMR, Brisbane City Council and councils across NSW and SEQ.

1. What type of activity are you planning?

- ☐ Footpath, verge or low-traffic local road work
- ☐ Local road lane or full road closure
- ☐ State road lane closure (TfNSW / TMR)
- ☐ Full state road closure or night works
- ☐ Public event, festival or marathon
- ☐ Film or TV production road closure

2. Who is the approving authority?

- ☐ Local council (NSW or SEQ)
- ☐ Transport for NSW (TfNSW) - state road in NSW
- ☐ Queensland Transport and Main Roads (TMR) - state road in QLD
- ☐ Brisbane City Council (BCC) - Brisbane local road
- ☐ Multiple authorities (e.g. state + local + police)

3. Which factors could add complexity or time?

- ☐ Near school, hospital, shopping strip or major intersection
- ☐ Requires police or event-control sign-off
- ☐ Utility consultation (gas, water, electricity, telco)
- ☐ Heritage, environmental or stakeholder consultation
- ☐ Incomplete Traffic Management Plan or TGS
- ☐ TMR pre-lodgement meeting required

4. Typical lead-time guide

Match your activity to the authority below to estimate the approval window. Add extra time for complex or high-risk factors.

Activity type	Authority	Typical approval window
Footpath / verge work	Local council	1-2 weeks
Local road lane / full closure	Local council	2-4 weeks
Simple state road lane closure	TfNSW / TMR	2-3 weeks
Full state road closure / night works	TfNSW / TMR	4-8 weeks
Public event road closure	Council + TfNSW/TMR + police	6-12 weeks (start 3-6 months early)
Brisbane local road closure	Brisbane City Council	2-4 weeks
TMR high-volume corridor	TMR	4-6 weeks

Tip: Add at least 1-2 weeks of buffer before your first preferred works date. Council queues, incomplete submissions and stakeholder consultation are the most common causes of delay.

5. Project planning worksheet

Work backwards from your target works date to decide when to start the permit process and when to engage CATO.

Milestone	Target date	Notes
Preferred works / event date		
Buffer for delays / revisions		
Estimated permit approval needed by		
Start permit application		
Engage CATO for TMP / TGS / ROL		
Final site briefing and crew booking		

6. Quick contact

CATO Group

Phone: 1800 841 500

Website: www.cato-group.com.au

Services: Traffic control, TMP / TGS design, ROLs, council permits, pedestrian management, HVM

Disclaimer: These lead-time ranges are a planning guide based on CATO Group's project experience. Actual approval times vary by council queue, road classification, activity risk, submission completeness and stakeholder consultation requirements. Always confirm official timeframes with the relevant road authority or council.