# Application for Works within Road Reserves

**Council Specific Information:**
Please use this form to apply to East Gippsland Shire Council to obtain consent to undertake works in, on or under the road reserve.

Why You Need Consent – “Did you know under the Road Management Act that Council is required to manage works on its road infrastructure to ensure and provide a safer and more efficient road network”

---

## General information

**What is your intention for filling out this form**
- [ ] Notification of proposed works
- [ ] Application for consent
- [ ] Notification of completed works

## Applicant Details

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Last Name</th>
<th>Other Names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit No</th>
<th>Street No</th>
<th>Street Name / P.O. Box</th>
<th>Suburb</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P/code</th>
<th>Work Phone</th>
<th>Home Phone</th>
<th>Mobile</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT**: Select the role that best describes you

- [ ] Utility
- [ ] Agent for Utility
- [ ] Responsible Road Authority
- [ ] Agent for RRA
- [ ] Telecommunications Carrier
- [ ] Private Contractor / Other
- [ ] MFB or CFA
- [ ] Agent for MFB or CFA
- [ ] Agent for Telecommunications provider

## Details of work

**Type of Work:**
- [ ] Service connection
- [ ] Supply Extension
- [ ] Other works

**Details of Works** (Please attach risk assessment and risk mitigation measures / Checklist as per Road Management Act Code of Practice)

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work hours from AM / PM</th>
<th>TO AM / PM</th>
</tr>
</thead>
</table>
## Road Works Application

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Road Name (eg MacLeod St)</th>
<th>City / Town</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Vic Roads Country Edition

- Map Reference
- Map Number
- Grid Reference
- Nearest Cross Intersection
- Distance to Intersection

List any road assets (e.g. Kerb) and any other asset (e.g. Bus Shelter, Fence) that may be affected:

Location of Utility assets within viewing of works

### Works Manager Details

- **Title**
- **First Name**
- **Last Name**
- **Contact details Phone/Fax/Email**
- **Address**

### Temporary Reinstatement

- **Is temporary reinstatement of the road reserve required as a result of the works?**
  - [ ] YES
  - [ ] NO
- **Details**

### Permanent Reinstatement

- **Is permanent reinstatement of the road reserve required as a result of the works?**
  - [ ] YES
  - [ ] NO
- **End Date of Works**
- **Details**

(**Business details of the Company that will be undertaking the permanent reinstatement**)

- **Are the works to be conducted by a contractor on behalf of the Works Manager?**
  - [ ] YES
  - [ ] NO
## Traffic Impact

1. Will a Traffic Management Plan be in operation during the proposed works
   - Yes
   - No
   (Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety – Traffic Management)

2. Will major traffic control devices that require a "Memorandum of Consent" be used
   - Yes
   - No

3. Will the works
   - Require deviation of vehicular traffic into an oncoming traffic lane
   - Be conducted in a clearway when in operation
   - Be conducted on, partly on or affect a bridge or other structure

4. Will closure of the road or part of the road to vehicular traffic be required for?
   - A continuous period of more than 12 hours
   - More than 24 hours in a 7 day period

5. If "Yes" to either 4(a) or 4(b), then what is?
   - (a) the number of traffic lanes to be closed?
     - 1 or
     - Both
   - (b) the length of traffic lane to be closed?

6. Please provide any other relevant traffic information, attach details if necessary
   This might include impact on pedestrians (including provisions for people with disabilities), cyclists or public transport,

## Consultation

<table>
<thead>
<tr>
<th>Have you consulted with adjoining property owners</th>
<th>Yes</th>
<th>No</th>
<th>Consulted Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupiers and / or affected members of the community</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Will access to adjoining properties be affected</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Mitigation Plan (please describe your proposed plan to minimise any adverse affect on adjoining properties – if necessary provide details as an attachment)

## Affected assets belonging to Other Parties / Authorities

<table>
<thead>
<tr>
<th>Name of Organisation that owns other assets that may be affected by the works</th>
<th>Have they been consulted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Assets(s) (eg a Utility infrastructure, street trees, remnant vegetation and landscaped areas)

Effect on Assets

Mitigation Plan

Please note that any application submitted that does not have the necessary attachments or is lacking in detail or is incomplete, may be refused or returned to the applicant until the required information is supplied.

### FEES

**FEES (Works & Infrastructure Regulations 2005)**

*Fees payable when lodging applications for consent*

<table>
<thead>
<tr>
<th>Municipal Road Classification</th>
<th>Works OTHER than minor works</th>
<th>MINOR WORKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conducted on any part of the roadway, shoulder or pathway</td>
<td>Not Conducted on any part of the roadway, shoulder or pathway</td>
</tr>
<tr>
<td>Municipal Road or non arterial State road on which the maximum speed limit for vehicles is <strong>MORE than 50 Km/H</strong></td>
<td>43.1 fee units</td>
<td>23.5 fee units</td>
</tr>
<tr>
<td>Municipal Road or non arterial State road on which the maximum speed limit for vehicles is <strong>NOT more than 50 Km/H</strong></td>
<td>23.5 fee units</td>
<td>6 fee units</td>
</tr>
<tr>
<td>Notification of Completed works</td>
<td>Nil Fee</td>
<td>Nil Fee</td>
</tr>
</tbody>
</table>

As of 1 July 2017 1 Fee Unit = $14.45 i.e. 6 fee units = $86.70

**Minor Works**

1. Any construction or excavation which is likely to damage an area less 8.5 square metres.
2. Any occupation of a road reserve where no excavation or damage to road infrastructure is expected to occur which is less than an area of 8.5 square metres.

**Major Works**

1. Any construction or excavation which exceeds an area of 8.5 square metres.
2. Any occupation of a road reserve where no excavation or damage to road infrastructure is expected to occur which exceeds an area of 8.5 square metres.
Examples of fees

<table>
<thead>
<tr>
<th>Type of works</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installing a driveway crossing to a residential property on a 50km road – major works – greater than 8.5m²</td>
<td>6 fee units</td>
</tr>
<tr>
<td>Installing a driveway crossing to a rural property on a 60 - 100km road – major works – greater than 8.5m2</td>
<td>43.2 fee units</td>
</tr>
<tr>
<td>Water Tapping – minor works – less than 8.5m2</td>
<td>6 fee units</td>
</tr>
<tr>
<td>Barricading nature strip around building site on a 50km road – minor works – less than 8.5m2 (Occupation of road reserve)</td>
<td>6 fee units</td>
</tr>
<tr>
<td>Barricading nature strip around building site on a 60 - 100km road – major works – greater than 8.5m2 (Occupation of road reserve)</td>
<td>23.5 fee units</td>
</tr>
</tbody>
</table>

Please confirm fee with Council prior to submitting application

Current Public Liability Insurance with minimum coverage of $10 million in place to cover the works to be provided upon lodgement.

Applicant Name

Signature of Applicant

You are required to sign this form

Date

Office Use Only:

Receipt to: **RC153**  Method of Payment: ☐ Cash ☐ Cheque ☐ Credit Card

Receipt Date: _____/_____/____   Amount Paid: $ _________   Receipt Number: __________________________
Deliver your application form, including any required attachments, supporting information and necessary payment, to East Gippsland Shire Council BY FAX, POST, IN PERSON, OR EMAIL

If you have any questions or require any further information please contact the Road & Traffic Technical Officer at East Gippsland Shire Council.

**EAST GIPPSLAND SHIRE COUNCIL** – 273 Main Street (PO Box 1618) Bairnsdale, Vic, 3875

Telephone 03 51539500  Fax 03 51539576

Email feedback@egipps.vic.gov.au  Web site www.eastgippsland.vic.gov.au  Follow us on Twitter @egsc

Bairnsdale Business Centre, 34 Pyke Street, Bairnsdale Vic 3875
Bairnsdale Corporate Centre, 273 Main Street, Bairnsdale Vic 3875
Bairnsdale Service Centre, 24 Service Street, Bairnsdale Vic 3875
Lakes Entrance Service Centre Mechanics Street, Lakes Entrance Vic 3909
Orbost Service Centre, 1 Ruskin Street, Orbost Vic 3888
Paynesville Service Centre, 55 The Esplanade, Paynesville
Omeo Service Centre, Day Avenue, Omeo Vic 3898

**Applicant Check List**

☐ Form is completed with all relevant detail and signed

☐ Fees paid / payment enclosed

☐ Site Plan Attached

☐ Traffic Management Plan prepared / attached please note a copy of the traffic management plan must be retained at the worksite at all times.

☐ Public Liability Insurance with minimum coverage of $10 million in place to cover the works

Do you need further information, have you got a copy of Councils “A Guide to Working in the Road Reserve” If not please contact council or go to our web address at http://www.eastgippsland.vic.gov.au
AN INCOMPLETE FORM WILL NOT BE PROCESSED OR CONSENT WILL BE REFUSED UNTILL ALL RELEVANT INFORMATION IS SUPPLIED

Applicant to Keep

Permit Approval Process / Timelines
Please submit applications in a timely manner to allow application to be received, recorded, site issues assessed and processed

- For a consumer connection to existing main supply allow 5 working days
- For a supply extension works allow 15 working days
- Once the permit is issued it will be sent to you via your nominated contact details i.e. Post / Fax / Email, please ensure you have provided your preferred reply details

PART 4—TRAFFIC MANAGEMENT PLANS

31 When must a traffic management plan be made?

A traffic management plan must be made in accordance with section 99A of the Act.

32 Traffic management plan

(1) For the purposes of section 99A(4)(a) of the Act, a traffic management plan that a person conducting, or proposing to conduct, a relevant activity on a road or road related area must have in operation is a plan—

(a) that—

(i) depicts a diagram or dimensioned drawing of the specific place where the relevant activity is being, or is to be, conducted;

(ii) depicts a generic diagram or dimensioned drawing of a place that is similar to the place where the relevant activity is being, or is to be, conducted;

(iii) sets out standard operating procedures relating to the relevant activity, and

(b) that, subject to subregulation (2), includes details of—

(i) the nature and expected duration of the relevant activity;

(ii) the worksite or location of the relevant activity;

(iii) the risk assessment undertaken of the relevant activity;

(iv) the arrangement of traffic control devices for the duration of the activity, including for each stage of the activity and during both daytime and night-time, where relevant;

(v) any proposed reduction in the speed-limit for the road or road related area on which the relevant activity is being, or is to be, conducted;

(vi) any provision for public transport, other vehicular traffic, pedestrians, cyclists, or persons with disabilities; and
Road Safety (Traffic Management) Regulations 2009 No. 128

(vii) any other measures to control identified risks to ensure the safety of all road users and persons engaged in conducting the relevant activity.

(2) The details of matters referred to in subregulation (1)(b) to be included in a traffic management plan are details of matters that, so far as reasonably practicable, are applicable, having regard to—

(a) the nature of the relevant activity;

(b) the type of road or road related area on which the relevant activity is being, or is to be, conducted;

(c) the speed-limit for the road or road related area on which the relevant activity is being, or is to be, conducted;

(d) any identified delays to traffic on the road or road related area on which the relevant activity is being, or is to be, conducted;

(e) the clearance between—

(i) traffic on the road or road related area on which the relevant activity is being, or is to be, conducted; and

(ii) persons conducting or that will conduct the relevant activity or other road users.

(3) In this regulation—

road or road related area includes a part or length of a road or road related area.

33 Traffic management plan to be available for inspection

A person conducting or proposing to conduct a relevant activity on a road or road related area must—

(a) maintain a copy of the traffic management plan at the location or worksite of the relevant activity at all times when workers are present; and

(b) make the traffic management plan available for inspection on request by a person who is authorised under section 77 of the Act to prosecute for an offence against the Act or these Regulations.

Penalty: 6 penalty units
### Standard Permit Conditions may include the following requirements

1. **Consent is conditional** for works to be undertaken, by your nominated works manager, subject to you conducting those works in accordance with the details contained within the application whilst meeting the requirements of the Road Management Act 2004, the Road Safety Act 1986 and their associated Regulations and Codes of Practice and the conditions of consent set out in this document.

2. The granting of this consent does not exempt the Proponent from the requirements of other Commonwealth and State legislation or policy.

3. The Proponent shall conduct the works in accordance with the requirements of the *Road Management Act, Code of Practice for Managing Utility and Road Infrastructure in Road Reserves*.

4. The Proponent shall conduct the works in accordance with the requirements of the *Road Management Act Code of Practice for Worksite Safety - Traffic Management in Road Reserves*.

5. The Proponent acknowledges and agrees that its entry and occupation of the Site and the carrying out of the Works is entirely at its own risk and responsibility in all respects.

6. The Proponent shall have in place for the duration of any works on Council Road Reserves, Public Liability Insurance to the value of no less than $10 million, indemnifying the East Gippsland Shire against any claim for damages or injury which may arise as a result of any accident or event which might occur as a result of the works, or the failure to reinstate any site to their prior condition, or where the proponent has been negligent in the performances of their work.

7. The Proponent shall at all times conduct works in a manner that protects the safety of the general public.

8. Traffic management shall be conducted in accordance with a traffic management plan prepared in accordance with the *Road Safety Act, Road Management Act Code of Practice for Worksite Safety – Traffic Management* and other relevant legislative requirements. Safe alternative arrangements shall be provided for pedestrians and cyclists where necessary.

9. The Proponent shall locate and conduct the proposed works and assets in accordance with the submitted forms, plans and drawings.

10. All sealed Roads and constructed footpath crossings are to be under bored. If the pavement area cannot be under bored, the proponent must obtain authority from Council’s Infrastructure department prior to proceeding. In such cases justification must be provided as to why the crossing cannot be bored.

11. Unless otherwise approved in writing the Proponent shall conduct works between the hours of 7.00 am to sunset or 6:00pm (whichever is earlier) Mondays to Saturday. No work shall be carried out on public holidays unless Council gives prior approval in writing. The contractor shall give at least seven days notice in writing of any request to work outside these hours.

The Proponent must reasonably satisfy itself of the location of any existing underground...
infrastructure that may be affected by the proposed works, consult with any affected infrastructure managers, and take any necessary precautions to minimise the impact on that infrastructure.

12. The proponent must ensure that the works are directly supervised at all times by suitably trained, qualified and competent persons.

13. The Proponent shall ensure that any open trenching is conducted safely and minimises damage to the road reserve by using appropriate industry construction practices.

14. Whilst undertaking the works, the Proponent must protect and preserve existing roadside vegetation and sites of cultural and biological significance within the road reserve.

15. The Proponent shall, as far as is practicable, provide temporary reinstatement for works at the end of each day and where not practicable, provide secure safety barriers to prevent entry of the public onto the work site.

16. The Proponent shall, as far as is practicable, undertake work practices which prevent wind blown rubbish, mud, dust and other environmental pollutants from leaving the site and impacting on surrounding areas. Any pollutants, which escape the site, are to be cleaned up daily.

17. The Proponent shall reinstate all road infrastructure damaged as a result of the works as soon as reasonably practicable, to the requirements of the relevant Authorities specification and standards. Trenches shall not be left open at night and traffic shall not be unduly obstructed.

18. The Proponent shall be responsible for any reinstatement works for a period of 12 months from their final completion (including any associated repairs to the road infrastructure).

19. Where significant works requiring complete road closure is required, the Proponent shall provide at least 14 days advance written notice to the public and other authorities affected by the works.

20. Where access to abutting properties is affected, the Proponent shall consult with the property occupiers prior to the commencement of the works, and provide for safe and reasonable alternative access arrangements during the works.

21. The Proponent must provide Council with written notification on completion of works within the required timeframe and in the required form as per -.

   Notification Form "Works within road reserved Application – Notification of completed works"

   Notification timeframe

   Within 7 Days of completion of Works for:-
   1) Non Utilities any works
   2) Traffic Impact works any permit holder

   By the 14th day of the month next following completion of works –
   1) For a Utility, their Agent a Road Authority, their Agent for works that are not traffic impact works

   2) This consent is given in accordance with the information contained in the application and the conditions outlined above. Should the Proponent wish to amend any item contained within the application, the proponent must discuss the proposed variation with the East Gippsland Shire Council and obtain approval in writing for such variation.
## NON STANDARD CONDITIONS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>23.</strong></td>
<td>All trenching work shall be carried out in strict accordance with the <em>Mines (Trenches) Regulations 1982</em> or successive legislation as applicable</td>
</tr>
<tr>
<td><strong>24.</strong></td>
<td>All work shall be undertaken in a manner consistent with the provisions of the Archaeological and Aboriginal Relics Preservation Act 1992 and Part 11A of the Commonwealth Aboriginal and Torres Strait Islander Heritage Protection Act 1984. Aboriginal Affairs Victoria (AAV) is the responsible authority for the administration of those Acts.</td>
</tr>
</tbody>
</table>
| **25.** | All materials and gravels used in the backfill of trenches and reinstatements of pavements shall consist of natural or artificially mixed aggregate or granular materials of hard durable particles of stone and sand mixed in such proportions as to meet the performance requirements for road making gravel.  
**Materials shall be free of vegetable matter, lumps or balls of clay and any other contaminant.** |
| **26.** | Excavation of trenches for the installation of pipes and structures shall be strictly to the line and location as shown on the drawings except where varied with the consent of Council. Such consent shall only be given in writing. |
| **27.** | All backfill shall be placed in layers not exceeding 150 mm in thickness and compacted to a dry density of not less than 95% maximum Standard Dry Density. |
| **28.** | Any excavation for installation of conduits in such a position as to cross underneath any pavement and / or kerb and channeling or run adjacent to and within 1.0 meter of any pavement and / or kerb and channeling shall be backfilled to sub-grade level with 3% cement stabilised Class 3 crushed rock or approved gravel.  
Backfill material shall be placed in layers not exceeding 150 mm thick and compacted throughout to a dry density not less than 95% standard or modified maximum dry density.  
All disturbed surfaces shall be left in a condition as near as practicable to that existing prior to the works. |
| **29.** | Reinstatement of trenches in verges and under natural surface shall be in accordance with specification requirements.  
Approved backfill materials shall be free flowing graded materials free of large stones. Backfill material shall be placed in layers not exceeding 150 mm thick and compacted throughout to a dry density not less than 95% Standard Maximum Dry Density.  
The upper layer of backfill material shall be 100 mm, compacted depth topsoil or loam.  
Disturbed areas shall be seeded to promote regrowth of grasses and prevent erosion.  
All disturbed surfaces shall be left in a condition as near as practicable to that existing prior to the works. |

### FURTHER MATTERS FOR THE PROPOSENT’S CONSIDERATION

**This is not a condition of consent**

Before commencing work in the Road Reserve, there may be a need to obtain permits.
and approvals from other Authorities. These may include:

- Electricity No-Go zones – Electricity Supply Authority
- Vegetation Clearance – Department of Sustainability and Environment or Council Planning Permit
- Planning Permit – Council
- Speed Reduction through Site – Vic Roads Memorandum of Consent.

Remember “Dial before you DIG”.

It is the proponent’s responsibility to obtain locations and depth of services under the control of other authorities.

This permit is issued under the provisions of the Road Management Act and Regulations, the Local Government Act 1989 and East Gippsland Shire Council’s Local Laws.

The Road Management Act provides for significant penalties for a variety of offences including:

1. Conducting works without consent
2. Failure to comply with a condition of consent
3. Failure to give notice when works are complete

(Road Management Act, Section 90)

The permit holder as well as any contractors or sub contractors appointed by the permit holder to carry out works in the road reserve are subject to the conditions listed above.