



Works within Municipal Road Reserves

This notification / application is provided as prescribed in Schedule 1 to

1. Road Management Act 2004, Schedule 7
2. Road Management (Works and Infrastructure) Regulations 2016

Use this form for: (i) Notification of proposed works, (ii) Application for Consent to the Coordinating Road Authority (CRA)

APPLICANT DETAILS			
Type: <input checked="" type="checkbox"/> Applicable items	<input type="checkbox"/> Notification of proposed works or <input type="checkbox"/> Application for consent or <input type="checkbox"/>	Date:	
		Permit No.	
		Your Ref:	
To: (CRA)	Wangaratta Rural City Council	Fee: (refer fees & charges form)	
From: (Applicant's name)		<input type="checkbox"/> Owner or <input type="checkbox"/> Builder or <input type="checkbox"/> Agent or <input type="checkbox"/> Contractor on behalf of	<input type="checkbox"/> Occupier or <input type="checkbox"/> Other or <input type="checkbox"/> Utility or
Address: (Applicant's address)			
City/Town:	State:	Postcode:	
Phone: (BH)	Phone: (AH)	Mobile:	
Email:			
DETAILS OF WORK			
Work type: <input checked="" type="checkbox"/> Applicable items	<input type="checkbox"/> Service connection <input type="checkbox"/> Drainage connection <input type="checkbox"/> Vehicle crossing <input type="checkbox"/> Plain or <input type="checkbox"/> Colour/Texture <input type="checkbox"/> Other works: (specify).....	Proposed start date:	
		Proposed finish date:	
		Advise completion	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address of works:		City/Town	
Description of works			
Structure type:	<input type="checkbox"/> Road	<input type="checkbox"/> Footpath	<input type="checkbox"/> Kerb & Channel
	<input type="checkbox"/> Nature Strip		
	<input type="checkbox"/> Other (please specify)	Area of Opening (m ²)	
Sketch plan: A copy of a sketch plan showing the proposed works, the location, all assets within the vicinity must be provided. (Assets include all trees, native shrubs and grasses, landscaping, road pavement, kerb & channel, footpaths with measured offsets, drains, service authority assets and private assets affected by the works).			

Traffic Impact

1. Will a Traffic Management Plan be in operation during the proposed works? (Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety – Traffic Management)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Will major traffic control devices requiring a "Memorandum of Consent" be used? Examples of major traffic control devices include speed limit signs, traffic signals (including portable traffic signals etc) (Note: refer Road Safety Road Rules 2009 and Code of Practice for Worksite Safety – Traffic Management)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will the works: (a) require deviation of vehicular traffic into on-coming traffic lane? (b) be conducted on, partly on or affect a bridge or other structure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Will closure of the road: (a) a continuous period of more than 12 hours? (b) more than 24 hours in a 7 day period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. If "Yes" to either 4(a) or 4(b), then what is: (a) the number of traffic lanes to be closed? (b) the length of traffic lane to be closed? _____ km	<input type="checkbox"/> 1 lane	<input type="checkbox"/> Both
6. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities) and cyclists.		

CONTRACTOR DETAILS (the person or body who was/ will be responsible for conducting the works)			
Contractor or company name:		Contractor/Company ABN:	
Contractors Address:			
City/Town:		State:	Postcode:
Name of Works Manager: <i>any person or body that is responsible for the conducting of works in, on or under the road (Road Management Act – Schedule 7, Clause 14)</i>			
Phone: (BH)		Phone: (AH)	Mobile:
Email:			
Does the contractor have public liability Insurance (PLI):	<input type="checkbox"/> Yes or <input type="checkbox"/> No	Amount of PLI Cover:	
Name of PLI Company:			

CONTRACTOR RESPONSIBILITIES
Principles applying to Infrastructure Managers and Engineering and Works Managers: (Road Management Act Schedule 7, Section 14) 1. An Infrastructure Manager of Engineering and Works Manager must have regard to the principles specified in this clause in the provision of non-road infrastructure on roads. 2. The primary purpose of a road is use by members of the public and authorised users must be managed as far as in reasonably practicable in such a way as to minimise any adverse impact on the primary purpose. 3. Without limiting the generality of sub-clause (2), authorised users must be managed so as to – (a) minimise any damage to roads and road infrastructure; (b) ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable; (c) minimise any disruption to road users; (d) minimise any risk to the safety and property of road users and the public generally; (e) facilitate the design and installation of infrastructure which minimises any risk to the safety of road users; (f) ensure that the road and any other infrastructure is reinstated as nearly as practicable to the condition existing before the works necessary for the provision of the non-road infrastructure were conducted; (g) protect and preserve existing roadside vegetation including native grasses and sites of biological significance within the road reserve

I agree to abide by the “Standard Conditions of Consent” and meet the actual costs of the works covered by this permit.

Signature of applicant: _____ Date: _____

Name: _____

THIS SECTION TO BE COMPLETED BY PERMIT ISSUING OFFICER ONLY			
Permit No:.....	Permit Issue Date:.....		
Total amount of permit:.....	Council Tax Invoice ABN: 67 784 981 354		
Receipt number:.....			
Permit valid until:.....			
You are hereby granted consent to undertake works at the above address, subject to the conditions listed on the attached “Standard Conditions of Consent” document and to any Council By-Law or Regulation in force at the time.			
Signature of Authorised issuing Officer:.....			
Comments:			
Level at Building Line:-	Kerb & Channel removal	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SITE CONSIDERATIONS

Before construction of a crossover, consideration should be given to site conditions and locations of infrastructure such as trees, stormwater pits, service pits, side entry pits, light/ service poles, road signs, bus stops and pedestrian crossing locations.

Council will not relocate, nor pay for the relocation for these types of infrastructure and advises applicants to carefully consider site conditions and service locations.

Any modification or relocation will be at the owner's expense and must be carried out according to the relevant authority's specifications.

STANDARD CONDITIONS OF CONSENT GENERAL CONDITIONS

1. Work shall not be commenced until a written permit is issued and appropriate fees paid, and shall be carried out in compliance with all Acts, Local Laws and Regulations and these conditions.
2. Notwithstanding any condition contained herein, the holder of this permit shall indemnify the Council and keep it indemnified against all claims for costs, damages or expenses made against it by any party in connection with any matter arising directly or indirectly from any act or omission of the applicant or any of its agents, contractors or employees. The minimum amount of public liability insurance in respect to this condition shall be not less than \$5,000,000.
3. The holder of this permit shall notify and ascertain from all relevant services authorities the location of any services which may be affected by the proposed works which are the subject of this permit.
4. The holder of the permit, agent, contractor or employee is responsible for the site until the reinstatement works have been satisfactorily completed in accordance with the permit conditions. The whole of the work shall be carried out under Council's supervision where required by the Engineering and Works Manager, during the hours 8.30 am to 5.00pm. Trenches shall not be left open at night without permission from the Engineering and Works Manager and traffic shall not be unduly obstructed. The permit holder shall be solely responsible for the safety of traffic, pedestrians and others and shall provide and erect barriers as necessary to ensure safety in accordance with AS1742.3-2009 Traffic Control Devices for Works on Roads. If barriers are necessary between the hours of sunset and sunrise, at least two (2) red lights shall be provided for each opening and long trenches shall have an additional red light for each 10 metres of trench.
5. Where emergency works are required to be attended to after hours, which would otherwise require the issuing of a Works Within a Road Reserve Permit, the contractor responsible shall make application for such permit and pay the required fees on the next day on which the municipal offices are open.
6. The Wangaratta Rural City Council may undertake rectification works should the conditions on this permit not be complied with, and the applicant agrees to pay any charges which may arise from this work. It is agreed that the Engineering and Works Manager or his representative shall be the sole arbiter as to the satisfactory compliance with the Works Within a Road Reserve Permit conditions.
7. No vegetation is to be removed unless with the permission of the Engineering and Works Manager.
8. The area for which the permit relates shall be cleared of all surplus material and left in a neat and tidy condition.
9. Work shall be completed within 14 days from the date of commencement unless the permit is extended by Council or its proper officer.
10. The applicant is to advise Council immediately upon completion of the works so that final inspection or re-instatement works may proceed.
11. All installations in rural areas must be marked with marker posts.

EXCAVATION / LAYING / BACKFILLING / REINSTATEMENT

General

12. No excavation shall be made across any pavement for its full width at any time. One half of the pavement shall be kept available for traffic at all times (UNLESS OTHER ARRANGEMENTS ARE MADE WITH AND APPROVED BY THE ENGINEERING AND WORKS MANAGER).
13. No part of any new pipe, conduit or service installation shall be within 300mm of the base of the existing pavement, and shall be a minimum of 450mm below any surface level. The installation shall be laid to an even grade and depth below natural surface as determined by the municipality. Any connection of drainage pipes with existing concrete kerbs are to be made good by the contractor to the standard approved by the municipality. (standard drawings attached).
14. Sealed & Unsealed Roads - Any excavation within the road formation (including traffic lanes and shoulders) shall be reinstated as follows. The trench shall be backfilled to the surface by placing fine crushed rock class 2 in layers of not more than 150mm depth. It shall be compacted with appropriate mechanical equipment with the application as necessary of water to achieve optimum compaction. (Clay excavated from the trench shall not be used and must be removed from the site).
15. Bitumen /Spray Seal -Reinstatement of the upper 50mm of trench is required using a compacted asphalt with a size 5 emulsion seal applied over the surface
16. All reinstatement works are to be undertaken by the applicant and subsidence within 6 months will be the responsibility of the applicant to rectify.
17. All disturbed areas shall be reinstated to the satisfaction of the Engineering and Works Manager or his representative.
18. Naturestrip - Any excavation within the nature strip shall be backfilled as follows. Prior to excavation, top soil is to be excavated and set aside for top dressing after back fill. Back fill to the surface with select fill which may include excavated material provided clumps are less than 100mm in any dimension and do not contain rock and are placed in not more than 150 mm layers and compacted as per no. 14 above. The trench shall be top dressed with appropriate topsoil. No soil is to be left on the nature strip and any screenings or other materials must be gathered up and removed.
19. Kerb & Channel and Footpath -Excavations involving kerb and channel and footpath shall be reinstated as follows. Appropriate reinstatement shall be undertaken as listed above with the addition that the entire footpath bays or sections of kerb and channel shall be replaced wherever opened between existing construction joints.
20. Excavation within 600 mm of any concrete structures shall be backfilled in accordance with backfilling of sealed and unsealed roads (above) except for the top 150mm which is to be finished to match the existing surface.
21. Road construction materials are to be piled in private property. If this is not possible an existing disturbed area on the roadside can be used with Council approval. The material must be removed immediately after conclusion of works.
22. All efforts must be made to prevent the spread of noxious and environmental weeds with emphasis on machinery hygiene practices.
23. All crossovers are to comply with Council's standard drawings.

Please contact the Rural City of Wangaratta on (03) 5722 0888 to arrange for an inspection or reinstatement works as appropriate

Fees and Charges

Road classification	# Major Works		* Minor works	
	Conducted on any part of the roadway, shoulder or pathway	Not conducted on any part of the roadway, shoulder or pathway	Conducted on any part of the roadway, shoulder or pathway	Not conducted on any part of the roadway, shoulder or pathway
Arterial Road	43.2 (\$614.30)	30.2 (\$429.40)	16 (\$227.50)	9.5 (\$135.10)
Municipal road or non-arterial State road where speed limit at any time is more than 50kph	43.1 (\$612.90)	23.5 (\$334.20)	9.3 (\$132.20)	6.0 (\$85.30)
Municipal road or non-arterial State road where maximum speed limit at any time is less than 50kph	23.5 (\$334.20)	6.0 (\$85.30)	9.3 (\$132.20)	6.0 (\$85.30)
<p>Fees are payable on the road classification and work type. The fees are expressed in fee units with the equivalent dollar amount in brackets.</p> <p>No fees are payable for notification of proposed works or notification of completed works.</p> <p>Supersedes previous fee classification and charge for Private Vehicle Crossing and Road Opening Permits</p> <p style="text-align: center;">As at 1 July 2017 one fee unit equals \$14.22 (Fee units under the Monetary Units Act 2004 are reviewed and gazetted annually)</p>				

Major Works

- Any construction or excavation which exceeds an area of 8.5 square metres.
- 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.

* Minor Works

- Any construction or excavation which is likely to damage an area less 8.5 square metres.
- 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.

Examples of fees

Category			Fee 2017/18
Driveway	Urban/residential	Install a residential driveway crossing to a property on a 50km or less road – major works (including kerb construction, refer to standard drawings)	\$334.20
	Urban/Industrial	Install a industrial driveway crossing to a property on a 50km road or less – major works	\$334.20
	Rural	Install a rural driveway crossing to a property on a 60-100km road – major works	\$612.90
Road Openings	Road opening – minor works less than 8.5m ² not within the roadway pavement, kerbing or footpath		\$85.30
	Road opening – minor works – less than 8.5m ² on any part of roadway, shoulder or pathway on a 50km road or less		\$132.20
Barricading building sites	Barricading a nature strip around building site – minor works – less than 8.5m ² on a 50km road or less (occupation or road pavement)		\$132.20
	Barricading a nature strip around building site – major works – greater than 8.5m ² on a 60-100km road (occupation or road pavement)		\$612.90
Skip bin on road reserve	Placing of skip bin on road reserve.		\$16.50

Please confirm fee with Council prior to submitting application