



Application for Works Within A Road Reserve

This notification / application is provided in accordance with -

1. Road Management Act 2004, Schedule 7
2. Road Management (Works and Infrastructure) Regulations 2015

Council Use Only

Permit Number

Doc ID

Purpose of this application form:

Please use this form to apply for Council consent to undertake works in, on or under any local road reserve within Loddon Shire.

This form does not cover works on Freeways and Arterial roads within Loddon Shire. These road reserves come under the control of VicRoads and can be identified as a "M, A, B or C" classification in street directories such as the RACV VICROADS COUNTRY STREET DIRECTORY OF VICTORIA.

All applications for works within Freeway or Arterial road reserves need to be directed to VicRoads call centre on 13 11 71.

How to use this application form:

Further information to assist in completion of this application is available within the VicRoads publication "Guide to Working in the Road Reserve" available from their website as per the link below:

www.vicroads.vic.gov.au/business-and-industry/design-and-management/working-within-the-road-reserve

This form has been created to allow you to type information into the form and select some details from drop-down lists and then print out a completed copy, alternately if you wish to fill in this form by hand, please print out this form by using the Print Form button/icon at the end of this form, and fill in clearly.

Once you have completed this form, please follow the application submission directions at the end of this form.

1. General information

What is your intention for filling out this form?

Notification of proposed works

Notification of completed works

Application for consent

2. Applicant details

Date

Title

Surname

First/Other names

Company / Organization

Official mailing address

Unit No

Street No

Street Name/PO Box

Town/Suburb

State

Postcode

2. Applicant details (continued)

Contact details (Please provide at least one phone number including the area code)

Phone

Business Hours

After Hours

Mobile

Email

Do you wish to have your permit sent out by email!

IMPORTANT: Please select the role that best describes you

Utility

Agent for Utility

Responsible Road Authority

Agent for Telecommunications Carrier

Telecommunications Carrier

Agent for RRA

MFB or CFA

Agent for MFB or CFA

Private Contractor / Other

If Other, please state

3. Details of works

Type Service Connection Supply Extension Other Works Minor Works Not Sure

Works hours from

to

am/pm

am/pm

Start Date

End date

Works location

Address

City/Town

Reference map

UBD

VicRoads

Edition No

Map No

Grid reference

Nearest intersection
(Name of road)

Distance nearest intersection

North, South, East, West
m/km

Or

GPS (WGS84) Latitude: S

Longitude: E

MGA Easting:

Northing:

Zone:

54/55

What3Words Location

▪

▪

Description of works!

3. Details of work (continued)

This space can be used to illustrate your proposed project (after printing) or insert as image file.

4. Contractor details

Please provide details of your principal contractor if one has been engaged for these works

Company
Name

Address

City/Town

State

Postcode

Contact Person

Mobile Phone

Email

5. Temporary reinstatement

Required?
Yes/no

If works are proposed to be carried out over an extended period of time, it will be necessary to carry out temporary reinstatement works at the end of each day.

Details

6. Permanent reinstatement

Required?
Yes/no

End Date

Details

Contractor
Yes/no

Company
Name

Address

City/Town

State

Postcode

Contact Person

Mobile Phone

Email

7. Traffic impact (for all traffic including bicycles & pedestrians)

1. Will one of the following major traffic control devices be in use during your works;

Speed restriction signs or devices (permanent or otherwise)		
Stop or giveaway signs	Yes	No
Traffic control signals & Stop/Slow bats		
Stop here on red signal sign		

if "Yes", then a "Memorandum of Authorization" shall be required, and lodged with Vicroads Northern Region office at nr.mail@roads.vic.gov.au
(Note: Refer to Road Safety (Road Rules) Regulations 1999 and Code of Practice for Worksite Safety-Traffic Management)

2. Will the works:

(a) Require deviation of vehicular traffic into on-coming traffic lanes? (Yes/No)	Yes	No
(b) Be conducted in a clearway when in operation? (Yes/No)	Yes	No
(c) Be conducted on, partly on or affect a bridge or other structure? (Yes/No)	Yes	No

3. Will closure of the road or part of the road to vehicular traffic be required for:

(a) A continuous period of more than 12 hours? (Yes/No)	Yes	No
(b) More than 24 hours in a 7 day period? (Yes/No)	Yes	No

4. if "Yes" to either 3(a) or 3(b), then what is:

- (a) The number of traffic lanes to be closed?
- (b) The length of traffic lane to be closed (1st lane)?
- (c) The length of traffic lane to be closed (2nd lane)?

5. Please provide any other relevant information, including impact on pedestrians (including provisions for people with disabilities), cyclists and public transport.

6. If "Yes" is answered to any of the above, then a Traffic Management Plan shall be submitted to Loddon Shire Council along with this permit application!

8. Consultation

Will there be any adjoining owners, occupiers or community members, affected (Yes/No)
Mitigation plan:

9. Assets of other Parties/Authorities affected

Owner 1 Consulted? (Yes/No)

Assets

Effect

Minimization
plan

Owner 2 Consulted? (Yes/No)

Assets

Effect

Minimization
plan

Owner 3 Consulted? (Yes/No)

Assets

Effect

Minimization
plan

10. Supporting documents you need to provide with this application

A copy of the following documentation shall be attached to your application.

Certificate of Currency

A copy of your contractors Public Insurance Certificate of Currency to the amount of at least \$20 million

Site Plan

Include a scaled location map showing the location of utility assets, which road, and which parts of the roads reserve will be affected, proposed depth of cover, clearances and offsets to other road and non-road infrastructure.

Types of site plans:

(a) Technical/Engineering drawings (shall be required for projects which effect/include road, drainage, building and all other major assets within your works project).

(b) Drawings originating from sources such as Google Maps (plans of this nature may be allowed for simple or minor projects).

(c) For projects that are minor in nature, Loddon Shire has a mapping service that is available, called "Loddon Pozi". Here you can use the tools provided to produce a simple plan of your project, and then print it off and attach it to your application.

Go to <https://loddon.pozi.com> for this service.

A copy of your "Dial Before You Dig, Confirmation Advice".

The following additional information may be required in support of any permit application and should be provided in advance where available:

Traffic Management Plan

Shall be required for works projects that affect both vehicular and pedestrian traffic.

Environmental Management Plan

Shall be required for projects that have the potential to affect the environment.

Product Specifications

Product specification details may be required, especially for new or un-common products being used in your works project.

Photos

Any photos of the work site prior to the works will be very helpful.

11. Fees

There is a fixed schedule of fees set out as per the Road Management Act.

The fee for this consent for your works project will be defined from this schedule according to the extent of the works

A payment invoice will be issued separately to your consent.

12. Signature of applicant

Applicants name

Applicants signature

Date

(may be signed with **Adobe**, or by hand after printing)

13. Submission of your application

By hard-copy:

Once you have completed this application form, please print it out by using the Print Button/Icon below.

Compile this form along with all the supporting documents and mail to the Loddon Shire Council office, at PO Box 21, Wedderburn 3815, or drop it in at the Loddon Shire Council at 41 High St Wedderburn.

Please allow at least 10 working days for your application to be processed.

By digital-copy (You may also now submit your application digitally):

Once you have completed this application, and signed it digitally, save it and attached it to an email to loddon@loddon.vic.gov.au, along with all the required, supporting documents.

If your supporting documents are too large to attach to the email, please upload them to a cloud location and share, with the link address below.

Link Address

Geo-referenced Material:

If an application is submitted digitally, you may also include material that is "Geo-referenced" along with it!

The file formats that can be sent in are, but not limited to;

- ESRI Shapefile
- Mapinfo Tab
- Global Positioning Exchange (GPX)
- Keyhole Markup Language (KML)
- AutoCAD (DWG / DXF if drafted in a known coordinate)
- Excel (XLS / XLSX / CSV, Comma delimited)
- Geo-tagged Photo (JPG)
- Jpeg World-File
- PNG World-File
- Geospatial PDF
- GTiff

Privacy statement

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