



Application for Works within Municipal Road Reserves

Please allow a minimum of 7 days for permit processing following your application submission. 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*
 3. *Local Law No. 1 Community Amenity Local Law Part H Building Site Management*
- Use this form for (a) Notification of proposed works or (b) Application for consent to the Coordinating Road Authority (CRA)

Applicant Details

Owner	Title			
	Name (s)			
	Surname			
Postal address	Address			
	Town		Postcode	
Email				
Telephone	Phone		Mobile	

Details of Work

Work type	<input type="checkbox"/> Crossover works			
	<input type="checkbox"/> Nature Strip works			
	<input type="checkbox"/> Tree removal and/or Tree Replacement			
	<input type="checkbox"/> Barricades around worksite			
	<input type="checkbox"/> Skip bins on road reserve			
	<input type="checkbox"/> Other			
Address of works	Address			
	Town		Postcode	
Detailed description of works				
Proposed start date:		Proposed finish date:		Advise Completion: <input type="checkbox"/> Yes <input type="checkbox"/> No

Supporting Documents

Please attach a copy of a sketch plan with your application to ensure it can be assessed and processed correctly. All assets within the vicinity must be provided prior to a permit being issued.

<input type="checkbox"/>	<p>I have attached an acceptable sketch plan of the proposed works with all assets provided which include:</p> <ul style="list-style-type: none"> - Trees - Native shrubs and grasses - Landscaping - Road pavement - Kerb and channel - Footpaths with measured offsets - Drains - Service authority assets and private assets affected by the works
--------------------------	---

Contractor Details

Contractor or Company name			Contractor or Company ABN			
Contractor or Company Address	Address					
	Town		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>						
Email						
Telephone	Phone (BH)		Phone(AH)		Mobile	
Does the Contractor have Public Liability Insurance (PLI)	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, amount of Public Liability 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 or 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 is 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 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 the existing roadside vegetation including native grasses and sites of biological significance within the road reserve

Contractor Responsibilities cont. – Traffic Impacts

1. Will a Traffic Management Plan be in operation during the proposed works? (Note: refer to 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) (Note: refer to 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 an oncoming traffic lane or; (b) be conducted on, party on, or affect a bridge or other structure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Will the closure of the road: (a) be a continuous period of more than 12 hours or; (b) be 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 lanes to be closed (b) The length of traffic lane to be closed: _____ km	<input type="checkbox"/> 1 Lane	<input type="checkbox"/> Both Lanes

6. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities) and cyclists:

Site Considerations

Before construction of a crossover, consideration should be given to site conditions and locations of infrastructure such as 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.

Tree Considerations

All trees in the vicinity of works must be inspected by the relevant Council Officer prior to permit being issued. Permission for tree removal and replacement should not be considered automatically approved upon permit application.

It is an offence under Local Law No.1, Part F, Section 32 to plant, remove or interfere with any trees or plants (dead or alive) on or in any Council Land or Road without a permit. Please contact the Rural City of Wangaratta on (03) 5722 0888 to arrange for an inspection by the Arborist.

Standard Conditions of Consent and 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 emission 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 \$10,000,000.
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) amber lights shall be provided for each opening and long trenches shall have an additional amber 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 the 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 reinstatement works may proceed.
11. All installations in rural areas must be marked with marker posts.

Excavation/ Laying/ Backfilling/ Reinstatement

12. No excavation shall be made across any pavement for its full width at any time. One half of the pavement shall always be kept available for traffic (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. Nature strip - Any excavation within the nature strip shall be backfilled as follows. Prior to excavation, topsoil is to be excavated and set aside for top dressing after backfill. Backfill 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 to comply with Council's standard drawings.

Signature

I have read and agree to abide by the Standard Conditions of Consent outlined above and meet the actual costs covered by this permit.

Applicant name:.....

Signature:.....Date:.....

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

Office use only

Date:	Permit No:
Customer Reference:	Fee: <i>(refer to fees and charges below)</i>

Fees and Charges

Major works

1. Any construction or excavation which exceeds an area of 10 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 10 square metres

Minor works

1. Any construction or excavation which is likely to damage an area less than 10 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 10 square metres

Category		Fee 2020/21	
Driveway	Industrial/ Residential / Urban	Install a driveway crossing to a property on a 50km or less road \$348.00	
	Rural	Install a rural driveway crossing to a property on a 60-100km road \$639.80	
Landscaping nature strips	Works - less than 8 m ² on the Nature strip zone	\$88.90	
	Works – Greater than 8 m ² on the Nature strip zone	\$137.70	
Road Openings	Road opening – minor works less than 8 m ² not within the roadway pavement, kerbing or footpath	\$88.90	
	Road opening – minor works – less than 8 m ² on any part of roadway, shoulder or pathway on a 50km road or less	\$137.70	
Barricading building sites	Barricading a nature strip around building site – minor works – less than 8 m ² on a 50km road or less (occupation or road pavement)	\$137.70	
	Barricading a nature strip around building site – major works – greater than 8 m ² on a 60-100km road (occupation or road pavement)	\$639.80	
Skip bin on road	Placing of skip bin on road reserve (Local laws – other)	\$85.00	
Approved tree removal and replacement	Costing is inclusive of removal and disposal of existing tree and the purchase and maintenance of a replacement tree. Costing of a replacement tree is based on the pricing of an equivalent tree from a nursery. All replacement trees planted will be a standard 45L pot size.	0-2 years	\$300
		3-5 years	\$505
		5-8 years	\$800
		Trees older than 8 years with a diameter greater than 10cm	Variable – based on approved tree valuation methodology