



Permit Application, Works within Road Reserves, Asset Protection

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
4. Local Government Act 2020

Applicant Details

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

Details of Work

Work Type	<input type="checkbox"/> Asset Protection <input type="checkbox"/> Barricades around worksite <input type="checkbox"/> Crossover works <input type="checkbox"/> Nature Strip works <input type="checkbox"/> Skip Bins on road reserve <input type="checkbox"/> Traffic Management <input type="checkbox"/> Tree Removal and/or Tree Replacement <input type="checkbox"/> Other	
Address of works	Address Town Postcode	
Detailed description of works		
Proposed start date:		Proposed finish date:
Does Property have active Planning Permit	<input type="checkbox"/> Yes, please note Planning Permit No. _____ <input type="checkbox"/> No	

Supporting Documents

It is preferred that a copy of a sketch plan is provided 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"/> I have attached an acceptable sketch plan of the proposed works with all assets provided which include, tick relevant assets below:
<input type="checkbox"/> Trees <input type="checkbox"/> Native shrubs and grasses <input type="checkbox"/> Landscaping <input type="checkbox"/> Road pavement <input type="checkbox"/> Kerb and channel <input type="checkbox"/> Footpaths with measured offsets <input type="checkbox"/> Drains <input type="checkbox"/> 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 Management Act – Schedule 7, Clause 14)</i>		
Works Manager Email			
Works Manager Telephone	Landline	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			

Traffic Impact

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, partly on, or affect a bridge or other structure	<input type="checkbox"/> YES <input type="checkbox"/> YES	<input type="checkbox"/> NO <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"/> YES	<input type="checkbox"/> NO <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.

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 2023/24
Driveway	Industrial/ Residential / Urban	Install a driveway crossing to a property on a 50km or less road	\$373.70
	Rural/Urban	Install a rural driveway crossing to a property on a 60-100km road	\$686.90
Landscaping Nature Strips	Works - less than 10 m ² on the Nature strip zone		\$95.40
	Works - greater than 10 m ² on the Nature strip zone		\$151.10
Road Openings	Minor works less than 10 m ² not within the roadway pavement, kerbing or footpath		\$95.40
	Major works greater than 10 m ² on any part of roadway, shoulder or pathway on a 50km road or less		\$151.10
	Major works greater than 10 m ² on any part of roadway, shoulder or pathway 60-100km road		\$686.90
Traffic Management Plan	Traffic Management required on council roads		\$151.10
Barricading Building Sites	Barricading a nature strip around building site less than 10 m ² on a 50km road or less		\$95.40
	Barricading a nature strip around building site greater than 10 m ² on a 50km road or less		\$151.10
	Barricading a nature strip around building site greater than 10 m ² on a 60-100km road (occupation or road pavement)		\$151.10
Asset Protection Permit	Asset protection permit (Local Laws – other)		\$91.50
Skip Bin on Road	Placing of skip bin on road reserve (Local Laws – other)		\$91.50
Approved Tree Removal and Replacement	Costing is inclusive of removal and disposal of existing tree and the purchase and maintenance of a replacement tree.	0-2 years	\$300.00
		3-5 years	\$505.00
		5-8 years	\$800.00
	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.	Trees older than 8 years with a diameter greater than 10cm	Variable – based on approved tree valuation methodology

Office use only

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