

## Works within Municipal 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

### Application Details

**Type:**  Notification of proposed works (Utility or Agent for Utility use only)      Date Modified: 2 July 2024 V4  
 Application for consent (fee payable)      **Fee \$** \_\_\_\_\_  
 Notification of completed works (Utility or Agent for Utility use only)      Planning Permit No: \_\_\_\_\_  
 Your Ref: \_\_\_\_\_

### Applicant Details

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Town:** \_\_\_\_\_  
**State:** \_\_\_\_\_      **Postcode:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**E-mail address:** \_\_\_\_\_  
**Telephone (BH):** \_\_\_\_\_      **Fax:** \_\_\_\_\_  
**Mobile or AH Telephone:** \_\_\_\_\_

### IMPORTANT

Select the ROLE that best describes you:

Utility       Agent for Utility  
 Owner  
 Occupier  
 Builder  
 Other (Please specify) \_\_\_\_\_  
 Private Contractor on behalf of (Please specify) \_\_\_\_\_

### Details of Work

**Type:**  Service Connection       Supply Extension       Drainage Connection  
 Vehicle Crossing       Other Works (Please Specify) \_\_\_\_\_

Proposed Start Date: \_\_ / \_\_ / 20\_\_      Proposed End Date: \_\_ / \_\_ / 20\_\_  
 Address of Works: \_\_\_\_\_      Town: \_\_\_\_\_

Description of Works: \_\_\_\_\_

**Structure Type:**       Road       Footpath       Kerb & Channel       Nature Strip  
 Other (Please Specify) \_\_\_\_\_      Area of Opening (m<sup>2</sup>): \_\_\_\_\_

**Sketch Plan:** A copy of a sketch plan showing the location of the proposed works and location all assets within the vicinity **must be provided**. Assets include all trees, landscaping, road pavement, kerb and channel, footpaths, drains, service authority assets and private assets.

### Works Manager details

(Any person/body that is responsible for the conducting of works in, on or under the road, (Road Management Act – Schedule 7, Clause 14)

**Contractor Name:** \_\_\_\_\_      **ABN:** \_\_\_\_\_

**Contractor's Address:** \_\_\_\_\_

**Town:** \_\_\_\_\_      **State:** \_\_\_\_\_      **Postcode:** \_\_\_\_\_

**Works Manager\* name:** \_\_\_\_\_      **Telephone (BH):** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_      **(AH):** \_\_\_\_\_

**Fax:** \_\_\_\_\_      **Mobile:** \_\_\_\_\_

**Does the Contractor have Public Liability Insurance?**       Yes       No

**Amount of Public Liability Cover:**      **Name of Public Liability Insurance Company:**  
 \$ \_\_\_\_\_

#### Collection notice

Council is collecting personal information on this form for the purposes of processing your Works within Municipal Road Reserve application. The information collected will be used for the purpose of processing your Works within Municipal Road Reserve application and/or a directly related purpose. If you do not provide the information required, we may not be able to process your application or contact you if required. Information collected may be disclosed if required or authorised by law. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website [www.moiravic.gov.au](http://www.moiravic.gov.au)

## Permanent Reinstatement

Required?  Yes  No End Date: \_\_\_ / \_\_\_ / 20\_\_\_

Details \_\_\_\_\_

Company Name: \_\_\_\_\_ Contractor  Yes  No

Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone (BH): \_\_\_\_\_

E-mail address: \_\_\_\_\_ (AH): \_\_\_\_\_

Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Traffic Impact #

- 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)
- Will major traffic control devices requiring a “Memorandum of Consent” be used?  Yes  No  
Examples of major traffic control devices include speed limit signs, traffic signals (including portable traffic signals, etc)  
(Note: refer Road Safety (Traffic Management) Regulations 2009 and Code of Practice for Worksite Safety – Traffic Management)
- Will the works: (a) require deviation of vehicular traffic into on-coming traffic lane?  Yes  No  
(b) be conducted on, partly on or affect a bridge or other structure?  Yes  No
- 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  
(b) more than 24 hours in a 7 day period?  Yes  No
- 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? \_\_\_\_\_ m / km
- Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities) and cyclists. \_\_\_\_\_

### Consultation #

Have you consulted with adjoining property owner(s)/occupier(s) and/or affected members of the community?

Yes  No Date: \_\_\_ / \_\_\_ / 20\_\_\_ Is access affected?  Yes  No

Mitigation plan: \_\_\_\_\_

### Assets of other Parties/Authorities affected\*\*\* (If there are more than one please attach sheet with the details).

Owner: \_\_\_\_\_ Consulted?  Yes  No

Asset: \_\_\_\_\_

Effect: \_\_\_\_\_

Minimisation plan: \_\_\_\_\_

\*\* Includes other utility infrastructure, street trees, remnant native vegetation and landscaped areas.

# Not required for Notification of Completed Works

#### Works Manager Responsibilities:

##### Principles applying to infrastructure managers and works managers:

- An infrastructure manager or a works manager must have regard to the principles specified in this clause in the provision of non-road infrastructure on roads.
- 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 impacts on the primary purpose.
- Without limiting the generality of sub-clause (2), authorised uses must be managed so as to –
  - minimise any damage to roads and road infrastructure;
  - ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable;
  - minimise any disruption to road users;
  - minimise any risk to the safety and property of road users and the public generally;
  - facilitate the design and installation of infrastructure which minimises any risk to the safety of road users;
  - 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;
  - protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve.  
(Road Management Act - Schedule 7, Sec 14)

## Working in the Road Reserve Fees and Charges

	Major Works		Minor works	
	Any construction or excavation conducted on the roadway, shoulder or footpath which is likely to cause damage	Any occupation where there is no excavation or damage expected to occur to the roadway, shoulder or footpath	Any construction or excavation conducted on the roadway, shoulder or footpath which is likely to cause damage	Any occupation where there is no excavation or damage expected to occur to the roadway, shoulder or footpath
Municipal road - Speed limit greater than 50 kilometres per hour	43.1 fee units (\$703.83)	23.5 fee units (\$383.76)	9.3 fee units (\$151.87)	6 fee units (\$97.98)
Municipal road - Speed limit less than or equal to 50 kilometres per hour	23.5 fee units (\$383.76)	6 fee units (\$97.98)	9.3 fee units (\$151.87)	6 fee units (\$97.98)

Fees are calculated in accordance with the Road Management (Works and Infrastructure) Regulations 2015, Part 5-Fees  
As at 1 July 2024 — 1 fee unit = \$16.33 (Fee units are reviewed annually on 1 July Department of Treasury and Finance Victoria)  
<https://www.dtf.vic.gov.au/financial-management-government/indexation-fees-and-penalties>

### 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.

### 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.

Examples of fees -	Please confirm fee with Council prior to payment
Type of works	Fee
Installing a driveway crossing to a residential or rural property – minor works – less than 8.5m <sup>2</sup>	\$151.87
Water Tapping – minor works – involving excavation of footpath, shoulder or road – less than 8.5m <sup>2</sup>	\$151.87
Water Tapping – minor works – not involving excavation of footpath, shoulder or road less than 8.5m <sup>2</sup>	\$97.98
Barricading nature strip around building site on a 50km road – minor works – less than 8.5m <sup>2</sup> . No effect on pedestrian or vehicular traffic. Up to 1 month duration. (Occupation of road reserve)	\$97.98
Barricading nature strip around building site on a 60 - 100km road – major works – greater than 8.5m <sup>2</sup> . Effecting vehicular and pedestrian traffic. (Occupation of road reserve)	\$383.76

### HOW TO PAY

**In person** - Payments can be made between the hours of 9am and 4:30pm Monday to Friday, at the Cobram and Yarrowonga Service Centres by cash, cheque, money order, EFTPOS, VISA or MasterCard. Yarrowonga Service Centre is closed 12pm-1pm.

**By Mail** - Cheques or money orders, made payable to “Moirá Shire Council”

**By Telephone** – If payment is not made when submitting application, applicant will be contacted to arrange payment prior to Consent being issued. Credit Card payments may only be made in person or over the telephone. Please do not include Credit Card details with your application.

# Working in the Road Reserve Technical Requirements

## Preliminary

- a) Council reserves the right to decline to issue consent for work within a road reserve.

## Clearance from Obstacles for Traffic

- a) Council may require applicants to install their works underground from “Fence to Fence” or require other arrangements to ensure adequate separation and safety from obstacles for road users.

## Pipe Sizes & Types

- a) A minimum pipe size of 375mm diameter shall apply to all roadside driveway crossings and under road culverts.
- a) All pipes shall be installed in accordance with the manufacturer requirements to ensure its continued serviceability, and hydraulic & structural integrity. No butt/flush-jointed pipes shall be permitted for new works within a road reserve unless specifically authorised in writing.
- b) All drainage pipes under roads and within road reserves shall be generally reinforced concrete type, class 2 (formerly class X) and installed in accordance with the manufacturer’s requirements. No alternative types and classes will be accepted unless specifically authorised in writing.
- c) Conduits shall be bored under all sealed pavements and will not be placed within storm water drains
- d) Council requires a compulsory site inspection and approval prior to the placement of the pipe.
- e) Under road bores shall be “snug”. Where necessary and practicable under road bores may be required by Council to be pressure grouted on completion.

## Street and Roadside Tree Plantations

- a) Roadside tree planting shall be in accordance with Council’s roadside tree planting guidelines.

## Environmental Management and Performance

- a) The applicant must ensure that works comply with all other permit and legislative requirements including but not confined to native vegetation, threatened species/ecological communities, waterways. See also Work Manager Responsibilities section (g) of this permit application form.
- b) The applicant must have regard for Moira Shire Council plans, strategies and policies relating to environmental management.

## Drainage

- a) The applicant shall ensure that existing drainage arrangements are not compromised as a result of the works. Every effort shall be made to avoid removal of concrete kerb and channel.
- b) Council may require removal and reinstatement of extensive sections beyond that immediately effected to maintain drainage integrity in flat areas. Replacement kerb sections shall match adjoining profiles.

## Pre-cutting

- a) Excavations through concrete, bituminous or asphalt pavements and/or footpaths shall be pre-cut with a saw before excavation.
- b) Alternatively, for concrete footpaths, entire panels or sections may be removed with care to minimise damage to adjoining sections.

# Working in the Road Reserve Technical Requirements

## Road Reinstatement

- Road reserves are to be reinstated to an equivalent or better standard and all excess excavated material removed from the site.
- Trenches under road pavements, shoulders, paved areas and footpaths shall be backfilled with Class 3 crushed rock to within 150mm from the surface. The final 150mm is to be backfilled with Class 2 crushed rock. All backfill is to be compacted thoroughly in 100mm layers using a vibrating plate/whacker packer or pavement roller to establish the hard surface/working platform to reconstruct the pavement.
- Road surfaces, including bituminous seal and asphalt, shall be reinstated to an equivalent or better standard. The surface treatment is to match existing road surface (unless authorised in writing by the road authority). The surface reinstatement treatment must extend a minimum of 200mm beyond the edge of the excavation ensuring overlap onto solid undisturbed pavement material on either side of the excavation.
- The surface of all patches shall be level with and match the adjoining sections of undisturbed pavements. Reinstatement surface levels are determined during the backfilling process as per the following:

	Programmed Works within 24 hours	Programmed works exceeding 24 hours
Spray Seal	5mm from surface level	5mm from surface level
Hotmix	30-40mm from surface level	Flush with existing surface level

## Footpath Reinstatement

- Concrete footpaths, paved areas and concrete pavements shall be reinstated to an equivalent or better standard. Excavate base to line and level to a minimum compacted depth of 50mm. The concrete pavement or path is to be replaced to the nearest "score" mark on either side of the excavation ensuring the width is extended at least 250mm overlap onto solid undisturbed soil on either side of the footpath. New concrete must be dowel jointed to the adjoining concrete.
- Formwork excavations shall be backfilled with compacted, select materials only and not include debris, rubbish or materials that affect the consolidation of the site.
- Nature strips shall be resurfaced with topsoil to a depth, quality and profile matching the adjoining areas and reseed with grasses similar to that pre-existing the works. Reseed areas shall be protected and cared for by the applicant until re-established and able to withstand the resumption of traffic.
- Under road bores shall be "snug". Council reserves the right to require the bore hole to be pressure grouted on completion.

## Driveway Crossings

- All driveway crossings shall be installed to comply with Council's standard drawing. Copies are available upon request.
- Council requires a compulsory site inspection and approval prior to the concrete pour.

## Fee Exemptions

- Council reserves the right to not charge fees to nominated voluntary community service organisations.