

Minor Works Within Municipal Road Reserves



This notification / application is provided in accordance with -
 1. Road Management Act 2004, Schedule 7
 2. Road Management (Works and Infrastructure) Regulations 2005

APPLICANT DETAILS

Type: (Strike out not applicable items)	1. Notification of proposed works or 2. Application for consent	Date:	
		(Office use only)	
		Receipt No	
To: (Road Authority)	Shire of Strathbogie	Fee: (refer fee matrix)	\$
From: (Applicant's Name)		Role: IMPORTANT Select the ROLE that best describes YOU! (Strike out not applicable items)	1. Owner or 2. Occupier or 3. Builder or 4. Other or 5. Contractor on behalf of (specify)
Address: (Applicant's address)		
City/Town:		
State:	Postcode:	
Contact person:		Telephone (BH):	
		Telephone (AH):	
e-mail address:		Facsimile:	
		Mobile:	

DETAILS of WORK

Work type: (Strike out not applicable items)	1. Service connection or 2. Drainage connection or 3. Vehicle Crossing or 4. Other works (specify)	Proposed Start Date:	___ / ___ / ___
		Address of works:	City/Town:
Additional Location Details: (Optional)			
Description of works: (include list of assets affected by works)			

CONTRACTOR DETAILS (the person or body who was/will be responsible for conducting these works):

Contractor or Company Name:		Contractor/Company ABN:	
Contractor's Address:			
City/Town:	State:	Postcode:	
*Name of Works Manager:		Mobile :	
E-mail address:		Telephone (BH):	
		Telephone (AH):	
Does the contractor have Public Liability Insurance?	<input type="checkbox"/> (Yes / No) <input type="checkbox"/>		Amount of P.L. Cover: \$
Name of Public Liability Insurance Company:			

CONTRACTORS RESPONSIBILITIES

*Principles applying to infrastructure managers and works managers: (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)

- (1) 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.
- (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 impacts on the primary purpose.
- (3) Without limiting the generality of sub-clause (2), authorised uses 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 significant roadside vegetation and sites of biological significance within the road reserve. (Road Management Act - Schedule 7, Sec 14)

TRAFFIC IMPACT		YES	NO
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"/>	<input type="checkbox"/>
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) Regulations 1999 and Code of Practice for Worksite Safety – Traffic Management)		<input type="checkbox"/>	<input type="checkbox"/>
3. Will the works:	(a) require deviation of vehicular traffic into on-coming traffic lane?	<input type="checkbox"/>	<input type="checkbox"/>
	(b) be conducted in a clearway when in operation?	<input type="checkbox"/>	<input type="checkbox"/>
	(c) be conducted on, partly on or affect a bridge or other structure?	<input type="checkbox"/>	<input type="checkbox"/>
4. 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?	<input type="checkbox"/>	<input type="checkbox"/>
	(b) more than 24 hours in a 7-day period?	<input type="checkbox"/>	<input type="checkbox"/>
5. If “Yes” to either 4(a) or 4(b), then what is:			
	(a) the number of traffic lanes to be closed?		km / m
	(b) the length of traffic lane to be closed (1 st lane) (indicate with m for metres or km for kilometres)		km / m
	(c) the length of traffic lane to be closed (2 nd lane) (indicate with m for metres or km for kilometres)		km / m
6. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities), cyclists and public transport:			

Special Note: Contractor to perform works to Council specification as per Councils infrastructure Design Manual Standard Drawings listed below and other standard details can be found at the link below or please contact Shire Office;-

- SD235 – Retrofit Residential Vehicle Crossing,
- SD240 – Residential Single Vehicle Crossing,
- SD245 – Residential Double Vehicle Crossing,
- SD250 – New Industrial Vehicle Crossing,
- SD255 – Rural Entrance Vehicle Crossing,
- SD310 – Reinstatement of surface and trench backfill works,
- SD510 – House Drain Under Road Pavement,

LINK <http://www.designmanual.com.au/download.php>

Council has the right to charge a refundable security deposit for major works plus a non-refundable fee for an on-site inspection by a technical officer before commencement and at the conclusion of works

* Please provide a copy of a sketch plan showing the proposed works, the location, all assets within the vicinity must be provided. Assets include all trees, landscaping, road pavement, kerb & channel, footpaths, drains, service authority assets and private assets affected by the works

Fees and Charges Matrix

Road Classification	Works, other than minor 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.
VicRoads - Freeway	43.2 (\$705.50)	30.2 (\$493.20)	16 (\$261.30)	9.5 (\$155.10)
VicRoads - Arterial Road	43.2 (\$705.50)	30.2 (\$493.20)	16 (\$261.30)	9.5 (\$155.10)
Municipal road or non-arterial State road where maximum speed limit at any time is more than 50kph	43.1 (\$703.80)	23.5 (\$383.80)	9.3 (\$151.90)	6 (\$98.00)
Municipal road or non-arterial State road where maximum speed limit at any time is less than 50kph	23.5 (\$703.80)	6 (\$383.80)	9.3 (\$151.90)	6 (\$98.00)

Note: As at 1 July 2023, **one fee unit equals \$15.90**. Fees are reviewed annually at the end of each financial year

Standard Conditions of Consent

(Council reserves the right to vary these standard conditions as required depending on the type of project)

1.	Consent is granted in relation to your application number _____ dated ____ / ____ / ____ for works to be undertaken at _____ by your nominated works manager _____ subject to you conducting those works in accordance with the details contained within the application whilst meeting the requirements of the Road Management Act 2004, the Road Safety Act 1986 and their associated Regulations and Codes of Practice and the conditions of consent outlined in this document.
2.	The granting of this consent does not exempt the Proponent from the requirements of other Commonwealth and State legislation or policy.
3.	The Proponent shall conduct the works in accordance with the requirements of the Code of Practice for Managing Utility and Road Infrastructure in Road Reserves.
4.	The Proponent shall conduct the works in accordance with the requirements of the Code of Practice for Worksite Safety - Traffic Management in Road Reserves.
5.	The Proponent acknowledges and agrees that its entry and occupation of the Site and the carrying out of the Works is entirely at its own risk and responsibility in all respects.
6.	The Proponent shall conduct works in a manner that protects the safety of the general public.
7.	The Proponent indemnifies Strathbogrie Shire Council against any liability arising out of the works undertaken, the failure to reinstate any roads to their prior condition, where the Proponent or its agent has been negligent in their performance of the work.
8.	The Proponent shall locate the proposed works and assets in accordance with the following plans and drawing.
9.	The Proponent shall conduct all works in accordance with the following plans and specifications.
10.	The Proponent shall not conduct any works during the following nominated times 6pm to 7am.
11.	Traffic management shall be conducted in accordance with a traffic management plan prepared in accordance with the Road Safety Act, Code of Practice for Worksite Safety – Traffic Management and other relevant legislative requirements. Safe alternative arrangements shall be provided for pedestrians and cyclists where necessary.
12.	The Proponent must reasonably satisfy itself of the location of any existing underground infrastructure that may be affected by the proposed works, consult with any affected infrastructure managers, and take any necessary precautions to minimise the impact on that infrastructure. (call Dial Before You Dig 1100)
13.	The proponent must ensure that the works are directly supervised at all times by adequately trained and competent staff.
14.	The Proponent shall ensure that any open trenching is conducted safely and minimises damage to the road reserve by using good industry construction practices.
15.	The Proponent must report any damage to vehicle detection loops or traffic signal hardware immediately to Council
16.	Whilst undertaking the works, the Proponent must protect and preserve existing roadside vegetation and sites of biological significance within the road reserve.
17.	The Proponent shall, as far as is practicable, provide temporary reinstatement for works at the end of each day and where not practicable, provide secure safety barriers to prevent entry of the public onto the work site.
18.	The Proponent shall, as far as is practicable, undertake work practices which prevent windblown rubbish, mud, dust and other environmental pollutants from leaving the site and impacting on surrounding areas. Any pollutants which escape the site are to be cleaned up daily.
19.	The Proponent shall reinstate all road infrastructure damaged as a result of the works as soon as reasonably practicable, or within the following timeframes, to the requirements of the Strathbogrie Shire Council Standard Specification . A copy is attached. – If not undertaken, Council shall reinstate at proponent cost.
20.	The Proponent shall be responsible for any reinstatement works for a period of 12 months from their final completion (including any associated repairs to the road infrastructure), at which time any securities will also be returned.
21.	The Proponent shall provide seven days advance notice to the public and other authorities, where affected by the works.
22.	Where access to abutting properties is affected, the Proponent shall consult with the property occupiers prior to the commencement of the works, and provide for safe and reasonable alternative access arrangements during the works.
23.	The Works must be covered by a Public Risk insurance policy with a minimum cover of \$20,000,000 indemnifying Strathbogrie Shire Council against claims for damages or injury arising from the Works.
24.	This consent is given in accordance with the information contained in the application and the conditions outlined above. Should the Proponent wish to amend any item contained within the application, the proponent must discuss the proposed variation with the Strathbogrie Shire Council and obtain approval in writing for such variation.
FURTHER MATTERS FOR THE PROPONENT'S CONSIDERATION	

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: _____