

WORKS WITHIN ROAD RESERVE APPLICATION

Utility / Development Works / Major Works / Rural Vehicle Crossing

This notification / application is provided in accordance with :

1. Road Management Act 2004, Schedule 7
2. Road Management (Works and Infrastructure) Regulations 2015
3. General Local Law No 8 (2022)
4. Infrastructure Design Manual (IDM)



Please use this form to apply to Campaspe Shire Council to obtain consent / permit to occupy or undertake works in, on or under the road reserve or notification of completed (utility authorities only) works. Items with an asterisk (*) must be completed

GENERAL INFORMATION: *

Lodgment Date: *		Type (Please tick applicable item) <input type="checkbox"/> Application for permit (fees may apply) <input type="checkbox"/> Notification of Completed Works
Planning Permit Number:		
Your Reference:		

APPLICANT DETAILS: *

Company Name: *		
Contact Person: *		
Mailing Address: *		
City / Suburb: *		
Telephone (BH): *	State:	Postcode:
Email: *		
Signature: *		

DETAILS OF WORKS: *

Work Type / Reason for works: *	<input type="checkbox"/> Excavation <input type="checkbox"/> Boring <input type="checkbox"/> Pipe Installation <input type="checkbox"/> Trenching <input type="checkbox"/> Rural Vehicle Crossing <input type="checkbox"/> Landscaping <input type="checkbox"/> Development (Please provide planning permit number) <input type="checkbox"/> Other		
Proposed Start Date: *		Proposed End Date: *	
Works Location: * (Address with Locality Plan)			
City / Suburb: *			
Nearest Intersection: *		Other road(s) affected: *	
Description of Works: * Include (as an attachment) a scaled or dimensioned location map showing which road and which part(s) of the road reserve is (are) affected, proposed depth of cover, clearances and offsets to other road and non-road infrastructure			
Reason for Works: *	<input type="checkbox"/> Utility Mains <input type="checkbox"/> Streetscape <input type="checkbox"/> Utility Connection <input type="checkbox"/> Development <input type="checkbox"/> Other (Provide Details)	Council <input type="checkbox"/> Footpath <input type="checkbox"/> Kerb & Channel <input type="checkbox"/> Drainage Assets <input type="checkbox"/> Naturestrip <input type="checkbox"/> Sealed Road <input type="checkbox"/> Shoulder Affected: * <input type="checkbox"/> Unsealed Road <input type="checkbox"/> Other (Provide details)	

WORKS MANAGER DETAILS (The person or body who was/will be responsible for conducting these works if different to applicant): *

Company Name:*		
Contact Person: *		
Telephone (BH): *		Email Address:
Public Liability Insurance Certificate: * (Please note if not provided consent will not be granted) <input type="checkbox"/> Certificate Attached *		

TEMPORARY REINSTATEMENT (If works are expected to take longer than one day this section must be completed)

Required: *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reinstatement details: *	

PERMANENT REINSTATEMENT (Upon completion of works the Road Reserve must be reinstated to an 'equivalent' standard) *

Required: *	
Reinstatement details: *	
Reinstatement Contractor: * (if different to works manager):	
Contact Person: *	Telephone (BH): *

TRAFFIC IMPACT

Will a traffic management plan be in operation during the proposed works? (refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety – Traffic Management)	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, PLEASE ATTACH A COPY OF THE TRAFFIC GUIDANCE SCHEME (TGS)	<input type="checkbox"/> Attached
Will major traffic control devices requiring a "Memorandum of Authorisation" be used? (refer Road Safety (Traffic Management) Regulations 2009 and Code of Practice for Worksite Safety – Traffic Management) Eg: speed limit signs, traffic signals (including portable traffic signals) etc	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, PLEASE ATTACH A COPY OF AN MOA SIGNED BY AN AUTHORISED PERSON	<input type="checkbox"/> Attached

CONSULTATION

Do the works affect adjoining properties? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all owners and/or occupiers been notified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Consulted: *	
Consultation Method: *	
Mitigation Plan: *	
Do the works affect existing assets (incl. other utility infrastructure, street trees, remnant native vegetation?) * Have all necessary permits been obtained (attach copies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all asset owners been notified? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, date consulted: *	
Consultation method: *	<input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Letter drop <input type="checkbox"/> Phone <input type="checkbox"/> Print Media

PRIVACY STATEMENT

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit a Council Office or go to Council's website www.campaspe.vic.gov.au and search Council's Information Privacy Policy #81

LODGEMENT & GENERAL ENQUIRIES (If you intend to post, email or hand deliver this form, please use the details provided below):

Campaspe Shire Council
Crn Hare & Heygarth Streets (PO Box 35)
ECHUCA VIC 3564

Telephone: (03) 5481 2200
Emails: shire@campaspe.vic.gov.au
Web: www.campaspe.vic.gov.au

* Mandatory field