

APPLICATION FOR CONSENT TO UNDERTAKE WORKS WITHIN ROAD RESERVE

Non Utilities/Municipal Roads



This application/notification is provided in accordance with
Road Management Act 2004, schedule 7
Road Management (works and infrastructure) Regulations 2015

Please complete both pages of the form and return with payment (where applicable) to Cardinia Shire Council.

By post: PO Box 7, Pakenham, Vic 3810

In person: Civic Centre, 20 Siding Avenue, Officer

By email: mail@cardinia.vic.gov.au

For further information or assistance with completing this form, please contact Customer Service on 1300 787 624

General information

Type (strike out not applicable items)	1. Notification of proposed works 2. Application for consent* 3. Notification of completed works	Fee* (only for 'application for consent', see other side)	\$ _____
To	Cardinia Shire Council		
Applicant's name	_____		
What is your role? (strike out not applicable items)	Owner	Occupier	Builder
	Plumber	Contractor	Contractor on behalf of _____
Applicant's address	_____		
Applicant's contact	_____		
Phone (BH)	_____	Phone (AH)	_____
Mobile	_____	Fax	_____
Applicant's signature	_____	Date	_____

Details of work

Work (strike out not applicable items)	1. Water/sewer connection (including trenching and boring) 2. Stormwater drainage 3. Vehicle crossing (e.g.: driveway entrance) 4. Footpath or kerbing 5. Road works or maintenance 6. Road reserve/nature strip works (e.g.: tree planting)		
Work duration	Start date _____ Finish date: _____		
Address (location of works)	_____		
Description of works (include list of assets affected by the works)	_____		
Contractors name	_____		
Contractors ABN	_____		
Contractors address	_____		
Works manager name	_____		
Phone (BH)	_____	Phone (AH)	_____
Mobile	_____	Fax	_____

Insurance details

Provide Certificate of Currency for Public Liability Insurance. \$20m for all works	_____
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Traffic impact

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)	Yes/No
2. Will major traffic control devices requiring a “Memorandum of Authorisation” 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) 1999 and Code of Practice for Worksite Safety–Traffic Management)	Yes/No
3. Will the works:	
a. require deviation of vehicular traffic into oncoming traffic lane?	Yes/No
b. be conducted in a clearway when in operation?	Yes/No
c. be conducted on, partly or affect a bridge or other structure?	Yes/No
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?	Yes/No
b. more than 24 hours in a 7 day period?	Yes/No
5. If ‘yes’ to either 4a or 4b, then what is:	
a. the number of traffic lanes to be closed?	
b. the length of traffic lane to be closed (1st lane) Indicate with m = meters or km = kilometres	
c. the length of traffic lane to be closed (2nd lane) Indicate with m = meters or km = kilometres	
6. Please provide any other relevant traffic information, including impact on pedestrians (including provisions for people with disabilities) and cyclists	
7. Please attach a sketch plan of the proposed works	

Works manager responsibilities

Principles applying to infrastructure managers and works managers:

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
 - a. 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;
 - b. minimise any disruption to road users;
 - c. minimise any risk to the safety and property of road users and the public generally;
 - d. facilitate the design and installation of infrastructure which minimises any risk to the safety of road users;
 - e. 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;
 - f. protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve.

(Road Management Act - Schedule 7, Sec 14)

Application fee

Are the works being undertaken on behalf of Council? (i.e.: you have been engaged by Council to do works) YES NO

If YES, who is Council's project manager/contact? _____

No fees are payable if works are on behalf of Council

Fees are payable when lodging the application \$137.70

Inspection comments

Privacy Statement

"Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer on 1300 787 624 or mail@cardinia.vic.gov.au " Information on this permit may be provided to other Service Authorities to ensure that any works undertaken as part of this permit are reinstated to a satisfactory standard and condition.