



Application for Works within Road Reserve Permit Non Utility – *(Not for Stormwater Connections)* INFRASTRUCTURE SERVICES

This form is to be completed by the applicant/owner and submitted for approval prior to the commencement of any works. No works are to commence until the Works Within Road Reserve permit has been issued. The permit will be valid for 6 months from the date of application. Please do not send payment with this form.

SECTION 1 – Property Details

ADDRESS OF LAND INVOLVED IN THE APPLICATION			
STREET ADDRESS:			
SUBURB:	POSTCODE:	DATE:	/ /

SECTION 2 – Contact Details

APPLICANT'S DETAILS	
NAME:	HOME PHONE:
APPLICANT'S STREET ADDRESS:	MOBILE PHONE:
SUBURB/POSTCODE:	EMAIL:
WORKS MANAGER'S DETAILS <i>(The works manager is the onsite supervisor for the duration of the works)</i>	
NAME:	HOME PHONE:
STREET ADDRESS:	MOBILE PHONE:
SUBURB/POSTCODE:	EMAIL:

SECTION 3 – Works Details *This Form is not for Stormwater Connections*

TYPE OF WORKS BEING UNDERTAKEN		AFFECTED ASSETS WITHIN THE ROAD RESERVE	
<input type="checkbox"/>	COMMUNICATIONS CONNECTION	<input type="checkbox"/>	FOOTPATH
<input type="checkbox"/>	ELECTRICITY CONNECTION	<input type="checkbox"/>	KERB AND/OR CHANNEL
<input type="checkbox"/>	GAS CONNECTION	<input type="checkbox"/>	VEHICLE CROSSING
<input type="checkbox"/>	SEWER CONNECTION	<input type="checkbox"/>	ROAD SURFACE
<input type="checkbox"/>	WATER CONNECTION	<input type="checkbox"/>	TREES/NATIVE VEGETATION
<input type="checkbox"/>	OTHER – please specific	<input type="checkbox"/>	NATURE STRIP
Start Date of Works:		Finish Date of Works:	

SECTION 4 – Reinstatement Details

TEMPORARY REINSTATEMENT			
Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of reinstatement
Type of reinstatement:			
PERMANENT REINSTATEMENT			
Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of reinstatement
Type of reinstatement:			

SECTION 5 – STANDARD CONDITIONS

- Assessment of the application may take between 5 and 10 working days.
- A **\$285** permit fee is payable on collection of the approved permit.
- The approval permit is valid for 6 months from the date of application.
- The applicant must submit a copy of his/her certificate of currency for public liability insurance policy prior to the permit being issued. All insurance policies must have a minimum of \$10 million public liability cover.
- Temporary reinstatements are to be completed by the close of business on each day that works are undertaken.
- All excavations under paved areas within the road reserve are required to be backfilled with 20mm Class 2 crushed rock. The crushed rock backfill is to be compacted in maximum 150mm layers.
- If the road pavement is damaged during the works, the area is to be saw cut, squared up and reinstated. The asphalt pavement reinstatement is to be a minimum 50mm compacted thickness 7mm Type N asphalt. The permanent reinstatement is to be completed within 10 working days of the completion of the works. The reinstatement works are subject to approval from the Council Inspector.
- The nature strip is to be reinstated within 5 working days of the completion of the works to the satisfaction of the Council Inspector. The nature strip is to be reinstated with top soil and grass seed and is subject to approval from the Council Inspector.
- Disturbance of native vegetation including tree roots is not permitted without Council approval.
- The applicant must be aware of 'dial before you dig' requirements and locate services prior any excavation works.
- The applicant must comply with 'no go zone' restrictions when working near overhead and underground assets.
- Section 99A of the Road Safety Act 1986 requires that a Traffic Management Plan must be in operation for works being undertaken on a road reserve. A copy of the Traffic Management Plan shall be kept at the worksite at all times.
- Traffic Management Plans are to be prepared by a qualified traffic management company in accordance with the requirements of the Road Management Act 2004 Worksite Safety – Traffic Management Code of Practice and AS 1742.3 – 2009 (or any subsequent versions of those documents).
- Where the Traffic Management Plan includes major traffic control devices that require the consent or authorisation of a Road Authority, an application that includes the Traffic Management Plan is to be submitted to the responsible Coordinating Road Authority by the applicant/owner. A copy of the Memorandum of Authorisation must be submitted with this application.

DECLARATION

I, Applicant/Owner declare that the information provided to Manningham City Council through the completion of this application is true and correct to the best of my knowledge, and agree to abide with the conditions of the permit once issued, and to comply with Council's specifications and requirements for the works for the above property.

Signature of Applicant:

Date: / /

NEXT STEPS

- Do not send payment with this form.
- Your application will be assessed by Council's Engineering Works Officer.
- Assessment of the application may take between 5 and 10 working days.
- When your application has been approved and your permit is ready for collection, you will be contacted by a Council officer.
- At time of collection, please use the attached form and make payment in person at the Manningham Civic Centre, 699 Doncaster Road, Doncaster Victoria 3108.

PRIVACY STATEMENT

Manningham City Council is committed to full compliance with its obligations under the Information Privacy Act 2000 (Vic) (Act). All personal information collected by Council will be used for Council business purposes and kept confidential. It will not be disclosed to third parties unless Council is required to disclose the information under other legislation or disclosure is deemed reasonable under the circumstances. You may access information you have provided to Council at anytime and make corrections if you believe that information is incorrect. To obtain a copy of Council's Information Privacy Policy please visit Council's website at www.manningham.vic.gov.au.

Works Within Road Reserve Permit – Non Utility Payment of Fees Form INFRASTRUCTURE SERVICES



- DO NOT SEND THIS FORM with your Application for Works Within a Road Reserve – Non Utility form.
- When your application has been approved and your permit is ready for collection, **you will be contacted by a Council officer.**
- At time of collection, please bring this form with you and make payment **in person** at the Manningham Civic Centre, 699 Doncaster Road, Doncaster Victoria 3108.

ADDRESS OF LAND INVOLVED IN THE APPLICATION		
STREET ADDRESS:		
SUBURB:	POSTCODE:	

APPLICANT'S DETAILS	
NAME:	HOME PHONE:
EMAIL:	MOBILE PHONE:

INFORMATION TO BE PROVIDED WITH THIS PAYMENT OF FEES FORM:	ATTACHED (Please Tick)
<p>PAYMENT:</p> <p>Payment of \$285 to be made at the cashier desk at Manningham Civic Centre, 699 Doncaster Road, Doncaster. Payment methods include cash, credit cards and cheques (to be made payable to Manningham City Council)</p>	<input type="checkbox"/>

OFFICE USE ONLY	
Receipt No:	
Name:	
Address of Property for Works:	
Amount Paid:	\$285.00
Cashier's Mnemonic Code:	037 – Fees for Works Within Road Reserves – Non Utility (EO)
Cashiers:	Please send a copy of receipt to the Engineering Works Officer, Infrastructure Services, Manningham Council Depot