

**APPLICATION:****ERECT TEMPORARY CONTROL DEVICES FOR WORKS OR EVENTS ON ROADS**

To apply for consent to erect temporary traffic control devices on roads for which Manningham Council is the Coordinating Road Authority, please complete the below details and sign the declaration. If you have any questions regarding your application you can contact our Traffic Engineers on 9846 0500.

When you are ready to apply please email your completed application form with accompanying documents to: [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au).

<b>Applicant Details</b>		<b>2022/2023</b>
Business / Company	ABN:	
Applicant's First Name:	Daytime Phone:	
Applicant's Surname	Mobile Phone	
Postal Address:		
Email Address:		

<b>Traffic Management Company Details</b>	
Business / Company:	ABN:
Site Contact First Name:	Daytime Phone:
Site Contact Surname	Mobile Phone
Postal Address:	
Email Address:	

<b>Details of Works or Event</b>					
Street Address / Location:					
Suburb:		Postcode:			
Nearest Intersecting Street:					
Description of Works or Event:					
Are the Works or Event on Behalf of Council?	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	Yes Council Contact Person:
Is Application a Repeat of One Previously Authorised?	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	Yes Previous Application No:
Are the Works Covered by a Construction Management Plan?	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<b>Yes</b>	Yes CMP Application No:

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Date and Time of Works or Event						
Start Date:		End Date:		Estimate Duration of Works or Event:		
Which Days of the Week are the Works or Event Planned?						
Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thurs <input type="checkbox"/>	Fri <input type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
Daily Display Times:		Weekdays:		Weekends:		
Aftercare Display Times:		Weekdays:		Weekends:		
<b>Times must be in accordance with EPA guidelines, Manningham's Community Local Law &amp; any CMP conditions.</b>						

Traffic Management Details				
Application Type:	<input type="checkbox"/> Full Road Closure	<input type="checkbox"/> Partial Road (Lane) Closure	<input type="checkbox"/> Other Minor Traffic Management	
<b>Please note additional information is required for full road closures due to the impact on the road network. Please complete the additional information section on the next page if you are seeking consent for a full road closure.</b>				
Is the Traffic Management for an Event or Filming?	Yes	No		
<b>Major Traffic Control Devices (MTCDs) to be Used:</b>				
Device Type:	<input type="checkbox"/> Temporary Speed Limit	<input type="checkbox"/> VMS – Variable Message Sign	<input type="checkbox"/> Flashing Arrow Board	<input type="checkbox"/> Other Specify Below
<b>Other MTCDs: If applicable - MTCDs are defined in the Road Safety (Traffic Management) Regulations 2019.</b>				
Lane Closure Details:	Clearance Between Workers & Traffic:			
Speed Reduction Details:	Permanent Posted Speed Limit:			
Permanent Signs / Devices to be Covered:	Worksite Hazard Rating:			

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**Full Road Closure – Additional Information**

Due to the impact to the road network, full road closures are to be avoided unless no other option is available. If you believe a full road closure is necessary, please fill in the sections below justifying the closure and explaining how it will be managed to minimise impact to nearby residents.

**Justification and Alternate Options**

Please advise why you believe a full road closure is necessary and why alternate options are not supported. Alternate options such as shuttle flow or temporary “stop-and-holds” should be strongly considered in preference to closing the road. Note arguments of convenience will not be accepted. For example a road closure to facilitate worker parking will not be approved.

**Local Access for Residents:**

Please advise how local access will be maintained for residents within the closure area.

**Waste Collection:**

Please detail how waste collection will be facilitated during the closure. Note Council’s waste trucks cannot reverse out of streets beyond short distances due to OH&S requirements. Waste trucks are also not to use private driveways to turn around as typical driveways are not constructed to take the weight of a waste truck.

## APPLICATION:

**ERECT TEMPORARY CONTROL DEVICES FOR WORKS OR EVENTS ON ROADS****Required Documents Checklist**

These documents must be included with your application, please tick to indicate you have attached each required document with your application.

**1 Traffic Management Plan** **Attached**

The *Road Safety Act 1986* requires that any person undertaking works or events on a road must have in operation a traffic management plan. Include plans showing the location of the works or event and all proposed traffic management around the works or event including arrangements for pedestrians and cyclists.

The *Road Management Act 2004 Code of Practice "Worksite Safety – Traffic Management"* requires that all Traffic Management Plans be prepared by an appropriately trained and qualified person – persons must have appropriate training, such as *RIICC503A – Prepare Work Zone Traffic Management Plan*.

**2 Certificate of Currency – Public Liability Insurance (Minimum Value AU\$20 Million)** **Attached**

All works and events are required to be covered by public liability insurance.

**Additional Documents Checklist (may be required depending on type of works) Tick As Applicable**

**A1 Detour Plan** **Attached** **N/A**

If the road is to be closed appropriate detour routes and signage must be provided.

**A2 Aftercare Plan** **Attached** **N/A**

If the worksite will be left unattended for any duration, an aftercare traffic management plan is required to be submitted.

**A3 Notification to Affected Properties and Emergency Services** **Attached** **N/A**

Where the works or event will impact nearby properties, written notification to these properties must be provided a minimum of 48 hours ahead of the works or event. Where the works or event may impact emergency service response times, written notification to emergency services must be provided a minimum of 48 hours ahead of the works or event. Please provide an example of the notification that will be provided to properties and emergency services.

**A4 Signed Department of Transport (DOT, formerly VicRoads) Memorandum of Authorisation** **Attached** **N/A**

Where the works or event impact a DOT arterial road or you require Major Traffic Control Devices that Council cannot authorise, a copy of the signed approval from DOT must be provided to us to confirm DOT has consented to the proposed traffic management.

**A5 Consent from Public Transport Operators** **Attached** **N/A**

If the works or event will affect the operation of a Public Transport service, for example if a bus stop must be closed, consent from the relevant public transport operators must be obtained.

**A6 Risk Assessment** **Attached** **N/A**

Works and events with a 'High' Worksite Hazard Rating must include a full risk assessment.

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This Consent only applies to the temporary use of Traffic Control Devices as defined in the Road Safety Act 1986 and associated Regulations – it is not a Consent for Works and therefore does not authorise any work to be undertaken within the road reservation. If works are undertaken by any person (including traffic management companies) without having obtained the consent of the Coordinating Road Authority (or otherwise being exempt from the requirements to obtain consent); then that person will be guilty of an offence and liable to a fine. The Consent is not a substitute and does not relieve the applicant of requirements for Planning Permits, Works within Road Reserve Consent or any other obligations under any other Legislation.

1. The Traffic Control Devices may be erected on the dates and times nominated on the application. No traffic control devices are to be used and no restriction to traffic flow is permitted outside of this period. Normal traffic flow must be restored after each works session.
2. Accurate records of actual usage must be kept in a recoverable document e.g. a diary.
3. All emergency services are to be notified of the works or event and altered traffic conditions at least forty-eight hours prior to commencement of the works or event and written approval is required from any public transport operators that may be affected prior to the commencement of the works or event.
4. Written notification must be sent to all property occupiers affected by the works or event at least forty-eight hours prior to commencement of the works or event. Continuing access shall be provided for all properties, unless alternative arrangements acceptable to the occupiers are made.
5. Any lawful directions of members of the Victoria Police, authorised Council Officers and authorised Department of Transport Officers must be complied with at all times.
6. Where the works or event also impact a Department of Transport arterial road or freeway, a copy of the signed approval from the Department of Transport must be provided to Manningham City Council to confirm the Department of Transport has consented to the proposed traffic management.
7. The applicant agrees and acknowledges that the attached Traffic Management Plans are a true and accurate reflection of the base information and proposed treatments; and the treatments shown are in accordance with the *Road Management Act 2004 – Code of Practice “Worksite Safety Traffic Management”* and *AS1742.3 Part 3 Traffic Control Devices for Works on Roads*.
8. The traffic management must be conducted in a manner that minimises inconvenience to other road users. If traffic congestion becomes excessive at any time, the applicant must undertake measures to ease the congestion.
9. The applicant shall ensure that there is no conflict between any existing permanent traffic control devices and the temporary traffic control devices during the works or event.
10. Any support vehicle or equipment engaged in the works or event must not occupy, restrict or otherwise affect the usable traffic lanes except as shown on the approved Traffic Management Plans.
11. No sign or other structure is to be attached to any road furniture, structure, pole, tree, etc. and no structure prop, sign or other item is to be erected unless written approval is obtained from the relevant authority.
12. To the satisfaction of and at no cost to Manningham City Council, the applicant shall be responsible for reinstating any Manningham City Council assets that may be removed, modified or damaged.
13. The Traffic Control Devices must be removed before the expiry (Planned End) date unless a further consent has been granted. Applications for extensions must be made a minimum of 5 business days before expiry of the existing consent.
14. There must be public liability insurance cover for the type of work proposed with an indemnity of not less than twenty million dollars (AU\$20,000,000), including full indemnity for Manningham City Council against any claim laid against it either by members of the public or persons engaged in any activities associated with the proposed works or event who, as a result of the works or event, suffer personal injury, property damage or financial loss.
15. Manningham City Council does not accept any responsibility for accidents, damage or injury to property, participants or third parties that may arise as a result of the works or event.
16. Manningham City Council reserves the right to amend or revoke this consent at any time.
17. A copy of this consent with the approved Traffic Management Plans must be easily available onsite for the viewing of any Government authority.
18. In emergency situations only, when it is not possible to remove the traffic controls from the road by the end of the approved display time, the applicant is to contact Manningham City Council on 9846 0500 and request an extension.
19. If the work site will be left unattended for any duration, an aftercare traffic management plan is required to be submitted. If no aftercare plan is provided, then all signage must be removed and the site is to be reinstated to its original safe condition each time the site is to be left unattended.
20. By applying for consent the applicant authorises Manningham City Council to distribute its contact details to the general public in response to enquiries received in connection with the proposed works or event.
21. No full road closure is permitted to be undertaken if the responsible fire authority declares the day to have a fire danger rating of ‘Severe’ or higher. Any consent for a full road closure is automatically revoked for any day with a declared fire danger rating of ‘Severe’ or higher. The daily fire danger rating can be found at [www.cfa.vic.gov.au/warnings-restrictions/central-fire-district](http://www.cfa.vic.gov.au/warnings-restrictions/central-fire-district).

**APPLICATION:****ERECT TEMPORARY CONTROL DEVICES FOR WORKS OR EVENTS ON ROADS****Agreement to Conditions of Consent**

Pursuant to Part 2 – Installation of Traffic Control Devices – of the Road Safety (Traffic Management) Regulations 2019, I hereby apply for consent to erect the Traffic Control Devices specified herein as per the associated Traffic Management Plans.

I declare the Traffic Management Plans have been prepared by a qualified person as required under the Road Management Act.

I agree to abide by all Conditions of Consent herein.

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Plan Checking Fees**

An invoice will be forwarded to you with advice on how to pay. Following payment of the invoice your application will be processed.

Application Type:	Full Road Closure	Partial Road (Lane) Closure	Other Minor Traffic Management
Fee:	\$120.00	\$102.00	\$102.00

**Office Use Only**

Application No: \_\_\_\_\_ Trim Record No: \_\_\_\_\_

**Consent – Minor Traffic Control Devices Only**

A Manningham City Council officer has reviewed the traffic management plans. Consent is granted to the use of Minor Traffic Control Devices specified herein on the roads for which Manningham City Council is the Coordinating Road Authority, subject to compliance with all Conditions of Consent.

Name: \_\_\_\_\_ Title: Traffic Engineer

Signature: \_\_\_\_\_ Date

**Consent – Major Traffic Control Devices or Full Road Closure (As Applicable)**

As a Council officer with the delegated power, I hereby grant consent to the use of Major Traffic Control Devices specified herein on the roads for which Manningham City Council is the Coordinating Road Authority, subject to compliance with all Conditions of Consent.

As a Council officer with the delegated power, I hereby grant consent to the temporary full road closures specified herein of the roads for which Manningham City Council is the Coordinating Road Authority, subject to compliance with all Conditions of Consent.

Name: \_\_\_\_\_ Title: Coordinator Traffic & Development

Signature: \_\_\_\_\_ Date

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# ERECT TEMPORARY CONTROL DEVICES FOR WORKS OR EVENTS ON ROADS



**THIS PAGE DOES NOT NEED TO BE SUBMITTED WITH YOUR APPLICATION**

## Information to Help You Complete Your Application

This application is for consent to erect temporary traffic control devices only. You may also need to apply separately for consent to undertake certain works. If you require assistance in preparing your traffic management plans, we recommend engaging a professional traffic management company to help you assess your works or event and prepare the necessary documents.

### Applicant & Traffic Management Company Details

We will use these details to contact you in case additional information or amendments are required to process your application. We will generally respond to the person who submitted the application.

### Details of Works or Event

#### Street Address/Streets

If your work or event is located at a specific property please provide the address of the property. For works or events that occupy sections of a street or multiple streets, please provide the name of each street. Roads that only have signage do not need to be specified (for example if you are undertaking a detour you do not need to specify every road on the detour route).

#### Description of Works or Event

Please provide a brief description of the type of works or event you will be undertaking. This assists us in assessing the suitability of the proposed traffic management in mitigating the likely impact to road users and potential hazards that may be present.

### Date and Time of Works or Event

Please indicate the start and end dates and times you wish to have consent to erect the proposed traffic control devices, including any necessary contingency. Please also indicate how long the works are actually expected to take. To protect residents for noise and amenity impacts, the proposed times must be in accordance with our Community Local Law and EPA guidelines. In general works should only be undertaken between:

- 7am to 8pm Weekdays
- 9am to 8pm Weekends and Public Holidays

Works outside of these hours will require an "Out-of-Hours" permit from our City Compliance team.

If the works are covered by a construction management plan (CMP), then times on your application must be in accordance with the requirements of the CMP.

Works near schools shall only be undertaken outside of school drop-off and pickup times, between 9:30am and 3pm.

### Traffic Management Details

#### Application Type

- Full road closure – where the entire road must be closed to general traffic and detours will be necessary (access must be maintained for residents within the closure area)

- Partial road (lane) closure – where one or more traffic lanes must be closed but traffic will still be able to travel on the road
- Other minor traffic management – where all existing traffic lanes will be maintained but workers may be nearby (for example works in the nature strip)

### Major Traffic Control Devices (MTCDs)

Under the Road Safety (Traffic Management) Regulations 2019, we can authorise the use of the following traffic control devices for works and events on roads for which we are the Coordinating Road Authority:

- All minor traffic control devices;
- Temporary works speed limits; and
- Illuminated warning devices such as Variable Message Signs and Flashing Arrow Boards, but excluding Temporary Traffic Signals.

All other Major Traffic Control Devices will require authorisation from the Department of Transport (DOT, formerly VicRoads). To gain authorisation you will need to apply for a Memorandum of Authorisation. More information can be found on VicRoads' website at: <https://www.vicroads.vic.gov.au/business-and-industry/design-and-management/working-within-the-road-reserve>.

### Lane Closure and Speed Reduction Details

Please provide details of the number of lanes to be closed and what speed you will temporarily be reducing the speed limit to if applicable.

We recommend undertaking site inspections of your proposed worksite or event area and the surrounding area prior to planning your traffic management. This will help you identify the existing road layout, the existing speed limits and any permanent devices you may need to cover (such as existing speed limit signs if you are proposing to reduce the speed limit). You must ensure any existing signs or devices will not conflict with any temporary signs or devices you wish to erect.

### Clearance between Workers and Traffic

Under AustRoads' "Guide to Temporary Traffic Management", there are maximum speed limits that should be permitted past a worksite, depending on how close the workers will be to passing traffic. Conversely, you may not need a speed reduction if the workers are sufficiently distanced from the passing traffic.

### Worksite Hazard Rating

As part of managing hazards on site, you must assess the risk rating of your works or event in accordance with the Road Management Act 2004 Code of Practice "Worksite Safety – Traffic Management". Works or events with a 'High' risk rating will require a full risk assessment to be undertaken.

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## Required Documents

To minimise delays in processing your application please ensure you provide all required documents upfront.

### Traffic Management Plans

Your Traffic Management Plans must include:

- Plan title, version number, date;
- Map reference (eg. Melway) and north marker;
- Plan author;
- Location of the works or event;
- Accurate representation of all road features, including road names, number and layout of lanes, intersection controls, public transport infrastructure, etc.;
- All temporary signage and other traffic control devices;
- All dimensions, including worksite dimensions and sign spacing;
- Location of any Variable Message Signs (VMS), messages that will be shown on each VMS and the dates that the VMS will be placed on site.

A minimum traffic lane width of 3.0m is to be maintained at all times past a worksite. If this cannot be achieved, you will need to detour traffic along an alternative route.

A minimum pedestrian path width of 1.2m is to be maintained past any worksite at all times. If this cannot be achieved, you will need to direct pedestrians to a suitable alternative pedestrian path. This can be an existing footpath on the opposite side of the road, however appropriate crossing points must be provided.

Plans must be legible when printed. This ensures whoever is setting up the traffic management on site is able to read and comprehend your plans and ensures the traffic management will be set up correctly. Plans must be prepared on computer; hand-drawn plans will not be accepted.

### Public Liability Insurance

All works or events are required to be covered by public liability insurance for the type of works or event, with a minimum value of cover of not less than AU\$20 Million.

## Additional Documents

### Detour and Aftercare Plans

Detour and Aftercare Plans need to be prepared to the same standard as your traffic management plans. When planning detour routes, consider if the typical volume of traffic you will be detouring is appropriate for the detour route. In general arterial road traffic volumes are not appropriate to detour onto local roads unless there

are no viable alternatives. Avoid unnecessarily lengthy detours where possible.

Aftercare is generally required if the worksite will be left unattended and there are still hazards present at the site. If you don't provide aftercare you will need to reinstate the site to the original safe condition each time you wish to leave the site unattended.

### Notification to Affected Properties and Emergency Services

Where the works or event will impact nearby properties, written notification to these properties must be provided a minimum of 48 hours ahead of the works or event. The notification must include:

- Information regarding the type of works or event;
- A plan showing the location of the works or event and any closures and detours that will apply;
- The times and dates of the works or event;
- Contact details for the person managing the works or event should residents need further information.

Where the works or event may impact emergency service response times, written notification to emergency services must be provided a minimum of 48 hours ahead of the works.

### Signed Department of Transport (DOT) Memorandum of Authorisation (MOA)

As above, we have authority to approve certain traffic control devices. For all devices outside our authority, you will require a MOA from DOT. You will also require a MOA for consent to erect any traffic control devices on an arterial road or freeway, as these roads are managed by DOT. Please provide a copy of the signed MOA to us to confirm DOT has authorised your traffic management.

### Consent from Public Transport Operators

If the works or event will affect the operation of a Public Transport service, for example if a bus stop must be closed, consent from the relevant public transport operators must be obtained and suitable alternative arrangements to the satisfaction of the operator must be made.

### Risk Assessment

Worksites and events with a 'High' Worksite Hazard Rating must include a risk assessment. Refer to Appendix C of Road Management Act 2004 Code of Practice "Worksite Safety – Traffic Management" for an example risk assessment.

### Extensions

All requests for extensions must be submitted a minimum of 5 business days prior to your existing consent end date. Please email [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au) with your request for an extension. If your consent has already lapsed please resubmit this form with the new start and end dates.

## PRIVACY STATEMENT

Manningham Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act 2014 (Vic.)*. 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 any time 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](http://www.manningham.vic.gov.au).



Interpreter service

9840 9355

普通话 | 廣東話 | Ελληνικά

Italiano | عربي | فارسی

Manningham Council

699 Doncaster Road (PO Box 1), Doncaster, Victoria 3108

p 03 9840 9333 f 03 9848 3110

e [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au)

ABN 61 498 471 081 [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au)