

Works Within Road Reserves Form

This notification or application is provided in accordance with -

1. Road Management Act 2004, Schedule 7
2. Road Management (Works and Infrastructure) Regulations 2015

Form Type: (i) Notification of proposed works or **(ii)** Application for consent

Role: Utility, Agent for Utility, Responsible Road Authority, Agent for Road Authority, Telecommunications Carrier, Agent for Telecommunications Carrier, Private Contractor/Other, MFB or CFA, Agent for MFB or CFA

GENERAL INFORMATION

Form type:	<input type="checkbox"/> Notification	<input type="checkbox"/> Consent	Date:		Your Ref:	
To:	Melton City Council		eMail to:	wwrr@melton.vic.gov.au		
Applicant:	<input type="checkbox"/> Utility company or agent <input type="checkbox"/> Telecom carrier or agent <input type="checkbox"/> Road Authority <input type="checkbox"/> Other (e.g. builder, plumber, property owner)					
Company (if applicable):		Your Role:				
Address:						
City/Suburb/Town:		State:		Postcode:		
Contact Person:		Telephone - Bus. Hours:				
eMail: (Consent letter will be sent by email)		Mobile or AH:				
Copy of Public Liability Insurance Attached? Y/N						

The applicant shall ensure that a public liability policy is in effect and a copy is approved by the Council, insuring for a sum \$10 million or greater, against all action, costs, claims, charges, expenses and damages which may arise from the works completed by the applicant.

DETAILS OF WORK

Work type: I.e. Vehicle Crossover, Water Tapping.		Work hours: From		to	
Location of Works – Property Address or Street:					
Suburb:		Start date:			
Address of nearest property:		Completion date:			
Who has engaged you to undertake the works: (i.e. Conducting works on behalf of relevant authority, if applicable)					
Other road(s) / asset(s) affected: (i.e. 1 footpath bay, 1m ² of road pavement)	<input type="checkbox"/> Footpath <input type="checkbox"/> Naturestrip <input type="checkbox"/> Road Pavement <input type="checkbox"/> Kerb/Channel <input type="checkbox"/> Tree/Native Vegetation				
Description of works: (Please describe full scope of works and submit a detailed plan including dimensions and all nearby assets.)	<input type="checkbox"/> Vehicle Crossing <input type="checkbox"/> Water Tapping <input type="checkbox"/> Service Authority <input type="checkbox"/> Other (Please Specify)				

NOTE: YOU MUST ATTACH AN APPROVED PLAN OR LETTER FROM COUNCIL OR RELEVANT AUTHORITY

APPLICATION IS TO BE EMAILED TO wwrr@melton.vic.gov.au.

PLEASE ALLOW UP TO 10 BUSINESS DAYS FOR THE APPLICATION TO BE PROCESSED.

WORKS MANAGER: (the person or body who will be responsible for conducting these works)					
CONTRACTOR: Leave Blank If Same As Above					
Address:					
City/Suburb/Town:		State:		Postcode:	
Company:		Telephone - Bus. Hours:			
eMail:		Mobile			
NOTE: # Not required for Notification of Proposed Works.					
TEMPORARY REINSTATEMENT #		Required (Y/N):		End date:	& Time:
Details:					
PERMANENT REINSTATEMENT #		Required (Y/N):		End date:	& Time:
Do you require Melton Council to undertake the final reinstatement? (Y/N) This Option Will Incur Charges					
Details: Please Provide Details Of Reinstatement Contractor If Different To The Above					

TRAFFIC IMPACT #					
1. Will a Traffic Management Plan be in operation during the proposed works? (Y/N)				<input type="checkbox"/>	
refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety - Traffic Management					
2. Will major traffic control devices requiring a "Memorandum of Authorisation" be used? (Y/N)				<input type="checkbox"/>	
e.g. speed limit signs, traffic signals (including portable traffic signals), etc. refer Road Safety (Road Rules) Regulations 1999 and Code of Practice for Worksite Safety - Traffic Management					
3. Will the works:	(a) Require deviation of vehicular traffic into on-coming traffic lane? (Y/N)			<input type="checkbox"/>	
	(b) Be conducted in a clearway when in operation? (Y/N)			<input type="checkbox"/>	
	(c) Be conducted on, partly on or affect a bridge or other structure? (Y/N)			<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? (Y/N)				<input type="checkbox"/>	
(b) More than 24 hours in a 7 day period? (Y/N)				<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?				<input type="text"/>	
(b) The length of traffic lane to be closed (1st lane)				<input type="text"/>	m
(c) The length of traffic lane to be closed (2nd lane, if applicable)				<input type="text"/>	m
6. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities), cyclists and public transport.					
<ul style="list-style-type: none"> Section 99A (3) of the Road Safety Act 1986 requires that ALL works undertaken on the road and road reserve must have in operation a Traffic Management Plan, which complies with Australian Standard "AS1742.3 Traffic Control Devices for Works on Roads." Where the Traffic Management Plan includes major traffic control devices that require the consent or authorisation of a Road Authority, please ensure that a 'Traffic Management Application' Form is filled out and submitted to Council. The application form can be found on Council website. You can send the application and Traffic Management Plans (drawn by a suitably qualified traffic consultant) to traffic@melton.vic.gov.au. Please allow up to 10 business days for a response. A copy of the traffic management plan must be kept at the work site at all times when workers are present. 					
DETERMINE COST FOR CONSENT (MUST SELECT ONE ONLY) #					

	Works, other than minor works		Minor works	
	Conducted on roadway, shoulder or pathway: (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)	Conducted on, nature strip or reserve: (Soil/Seeded Area)	Conducted on roadway, shoulder or pathway: (Asphalt/gravel road, kerb & channel, concrete vehicle crossing and footpaths)	Conducted on, nature strip or reserve: (Soil/Seeded Area)
Municipal Road Speed Limit above 50km/h	<input type="checkbox"/> 43.1 Fee Units (\$622.80)	<input type="checkbox"/> 23.5 Fee (\$339.60)	<input type="checkbox"/> 9.3 Fee Units (\$134.40)	<input type="checkbox"/> 6 Fee Units (\$86.70)
Municipal Road Speed Limit 50km/h or less	<input type="checkbox"/> 23.5 Fee Units (\$339.60)	<input type="checkbox"/> 6 Fee Units (\$86.70)	<input type="checkbox"/> 9.3 Fee Units (\$134.40)	<input type="checkbox"/> 6 Fee Units (\$86.70)

PAYMENT PROCESS: VISA / MASTERCARD #

Your signature below is an authority for Council to issue a sales voucher for the amount shown below as your payment to get Consent for Working Within Road Reserve.

Credit Card Number:			
Card Holders Name:		Expiry Date:	/
Card Holders Signature:		Amount Payable :	

- **PLEASE NOTE:** only a **SINGLE APPLICATION** is to be emailed to the correct email address at Council, (wwrr@melton.vic.gov.au) otherwise duplicate applications may be received and as a consequence multiple payments will be processed and will not be refunded. If in doubt, please contact Council on (03) 9747 7200.
- Alternative payment options can be made at any Council office or library location, or via Cheque or Money Order.
- Cheques & Money Orders should be accompanied with this application form and made payable to the Melton City Council, PO BOX 21, Melton VIC 3337. Cheques should be marked Not Negotiable.

OFFICE USE ONLY (CSU)

Picked Up On: / / Time..... Initials:.....

Certification Fees (Receipt Type 611) Ledger No: 3720.0820.0832.....(No GST Payable)	Amount:
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