

# 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

<b>Form type:</b>	<input type="checkbox"/> Notification	<input checked="" type="checkbox"/> Consent	<b>Date:</b>	1/7/17	<b>Your Ref:</b>	
<b>To:</b>	Melton City Council		<b>eMail to:</b>	<a href="mailto:wwr@melton.vic.gov.au">wwr@melton.vic.gov.au</a>		
<b>Applicant:</b>	<input type="checkbox"/> Utility company or agent <input type="checkbox"/> Telecom carrier or agent <input type="checkbox"/> Road Authority <input checked="" type="checkbox"/> Other (e.g. builder, plumber, property owner) <b>Property owner</b>					
<b>Company (if applicable):</b>		<b>Your Role:</b>				
<b>Address:</b>	232 High St					
<b>City/Suburb/Town:</b>	Melton	<b>State:</b>	VIC	<b>Postcode:</b>	3337	
<b>Contact Person:</b>	David Smith	<b>Telephone - Bus. Hours:</b>				
<b>eMail:</b> (Consent letter will be sent by email)	davidsmith@email.com			<b>Mobile or AH:</b>		
<b>Copy of Public Liability Insurance Attached? Y/N</b>			Y			

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

<b>Work type:</b> I.e. Vehicle Crossover, Water Tapping.	Vehicle Crossover					
<b>Location of Works – Property Address or Street:</b>	232 HIGH ST					
<b>Suburb:</b>	MELTON	<b>Start date:</b>	1/8/17			
<b>Address of nearest property:</b>		<b>Completion date:</b>	3/8/17			
<b>Who has engaged you to undertake the works:</b> (i.e. Conducting works on behalf of relevant authority, if applicable)						n/a
<b>Other road(s) / asset(s) affected:</b> (i.e. 1 footpath bay, 1m <sup>2</sup> of road pavement)	<input checked="" type="checkbox"/> Footpath <input checked="" type="checkbox"/> Naturestrip <input type="checkbox"/> Road Pavement <input checked="" type="checkbox"/> Kerb/Channel <input type="checkbox"/> Tree/Native Vegetation <b>No other assets will be affected or removed. All excavated nature strips will be resoiled and seeded.</b>					
<b>Description of works:</b> (Please describe full scope of works and submit a detailed plan including dimensions and all nearby assets.)	<input checked="" type="checkbox"/> Vehicle Crossing <input type="checkbox"/> Water Tapping <input type="checkbox"/> Service Authority <input type="checkbox"/> Other <b>Conducting vehicle crossover extension as per approval on 'Variation to Crossover approval Letter (please attach) or Planning permit (please attach endorsed plans stamped by Council).</b>					

**NOTE: YOU MUST ATTACH AN APPROVED PLAN OR LETTER FROM COUNCIL OR RELEVANT AUTHORITY APPLICATION IS TO BE EMAILED TO [wvrr@melton.vic.gov.au](mailto:wvrr@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)

<b>CONTRACTOR:</b> Leave Blank If Same As Above	CONTRACTOR'S FULL NAME		
<b>Address:</b>	123 PLUMPTON ROAD		
<b>City/Suburb/Town:</b>	PLUMPTON	<b>State:</b>	VIC
<b>Company:</b>	MELTON BEST CONCRETTERS	<b>Postcode:</b>	
<b>eMail:</b>	MELTONBESTCONCRETTERS@EMAIL.COM	<b>Telephone - Bus. Hours:</b>	
		<b>Mobile</b>	0411 111 ***

**NOTE: # Not required for Notification of Proposed Works.**

<b>TEMPORARY REINSTATEMENT #</b>	<b>Required (Y/N):</b>	<b>End date:</b>	<b>&amp; Time:</b>
<b>Details:</b>	N/A		
<b>PERMANENT REINSTATEMENT #</b>	<b>Required (Y/N):</b>	3/8/17	<b>End date:</b>
<b>Details:</b>	N/A		

**Do you require Melton Council to undertake the final reinstatement? (Y/N)** N  
This Option Will Incur Charges

**Details:**  
Please Provide Details Of Reinstatement Contractor If Different To The Above

<b>TRAFFIC IMPACT #</b>	
<b>1. Will a Traffic Management Plan be in operation during the proposed works? (Y/N)</b> <small>refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety - Traffic Management</small>	Y
<b>2. Will major traffic control devices requiring a "Memorandum of Authorisation" be used? (Y/N)</b> <small>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</small>	N
<b>3. Will the works:</b>	
<b>(a) Require deviation of vehicular traffic into on-coming traffic lane? (Y/N)</b>	N
<b>(b) Be conducted in a clearway when in operation? (Y/N)</b>	N
<b>(c) Be conducted on, partly on or affect a bridge or other structure? (Y/N)</b>	N
<b>4. Will closure of the road or part of the road to vehicular traffic be required for:</b>	
<b>(a) A continuous period of more than 12 hours? (Y/N)</b>	N
<b>(b) More than 24 hours in a 7 day period? (Y/N)</b>	N
<b>5. If "yes" to either 4(a) or 4(b), then what is:</b>	
<b>(a) The number of traffic lanes to be closed?</b>	N
<b>(b) The length of traffic lane to be closed (1st lane)</b>	N m
<b>(c) The length of traffic lane to be closed (2nd lane, if applicable)</b>	N m
<b>6. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities), cyclists and public transport.</b>	FOOTPATH WILL BE CLOSED. AND TRAFFIC MANAGEMENT PLAN WILL DIVERT PEDESTRIANS TO OPPOSITE SIDE.
<ul style="list-style-type: none"> <li>Section 99A (3) of the Road Safety Act 1986 requires that <b>ALL</b> 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."</li> <li>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 is submitted to</li> </ul>	

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](mailto:traffic@melton.vic.gov.au) for approval. 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 (\$612.90)	<input type="checkbox"/> 23.5 Fee (\$334.20)	<input type="checkbox"/> 9.3 Fee Units (\$132.20)	<input type="checkbox"/> 6 Fee Units (\$85.30)
Municipal Road Speed Limit 50km/h or less	<input type="checkbox"/> 23.5 Fee Units (\$334.20)	<input type="checkbox"/> 6 Fee Units (\$85.30)	<input checked="" type="checkbox"/> 9.3 Fee Units (\$132.20)	<input type="checkbox"/> 6 Fee Units (\$85.30)

### 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.

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

- **PLEASE NOTE:** only a **SINGLE APPLICATION** is to be emailed to the correct email address at Council, ([wvrr@melton.vic.gov.au](mailto:wvrr@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)	<b>Amount:</b>
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