

Application form for Consent to work within a Wyndham City Council Road Reserve or Drainage Easement

2018-2019



This notification / application is provided in accordance with -

1. Road Management Act 2004, Schedule 7
2. Road Management (Works and Infrastructure) Regulations 2005

Use this form for: (i) Notification of proposed works, (ii) Application for consent, or (iii) Notification of completed works to the Coordinating Road Authority (CRA).

Where a non-complying application is submitted, and additional information is sought by Council, and no response is received from the applicant, the application will lapse after 60 days from receipt of the initial application.

APPLICANT DETAILS

Type: <small>(Strike out not applicable items)</small>	Application for consent	Date:	__ / __ / 20__
		Consent Number:	
		Your Ref (if applicable):	
To: <small>(Coordinating Road Authority)</small>	Wyndham City Council	Fee: <small>(ONLY for "Application for Consent")</small>	\$ To be determined by Council
From: <small>(Applicant's Name)</small>		Role: IMPORTANT Select the ROLE that best describes YOU! <small>(Strike out not applicable items)</small>	<ol style="list-style-type: none"> 1. Owner 2. Occupier 3. Builder 4. Other 5. Contractor on behalf of (specify)
Address: <small>(Applicant's address)</small>			
City/Town:			
State:	Postcode:		
Contact person:		Telephone (BH):	
E-mail address:		Telephone (AH):	
		Facsimile:	
		Mobile:	

DETAILS of WORK

Work type: <small>(Strike out not applicable items)</small>	<ol style="list-style-type: none"> 1. Service connection 2. Drainage connection 3. Vehicle Crossing 4. Stormwater connection 5. Other works (specify: 	Proposed Start Date:	__ / __ / 20__
Road Name & number:		City/Town:	
Additional Location Details: <small>(Optional)</small>		Speed zone: (where works will be occurring)	
Description of works: (include list of assets affected by works)			
Are there services within 1m of proposal? <small>(If yes, you will also require approval from the owner of the service)</small>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are there any trees within 3m of proposal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Sketch Plan: A copy of a sketch plan showing the proposed works, the location, all assets within the vicinity must be provided. Assets include **ALL TREES**, landscaping, road pavement, kerb & channel, footpaths, drains, service authority assets and private assets affected by the works

If this application is related to a Planning Permit for unit or factory development, please attach a copy of such and the endorsed plans showing the vehicle crossings.

WORKS MANAGER DETAILS (the person or body who was/will be responsible for conducting these works):			
Contractor or Company Name:		Contractor/Company ABN:	
Contractor's Address:			
City/Town:		State:	Postcode:
Name of Works Manager*:		Telephone (BH):	
		Telephone (AH):	
E-mail address:		Facsimile:	
		Mobile :	
Please provide the copy of current Public Liability Insurance. (Minimum of \$5,000,000 P. L. Cover required.)			
* Works Manager –	Any person or body that is responsible for the conducting of works in, on or under the road. (Road Management Act – Schedule 7, Clause 14)		

Works Manager Responsibilities:			
Principles applying to infrastructure managers and works managers:			
<ol style="list-style-type: none"> (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 to – <ol style="list-style-type: none"> a. minimise any damage to roads and road infrastructure; b. ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable; c. minimise any disruption to road users; d. minimise any risk to the safety and property of road users and the public generally; e. facilitate the design and installation of infrastructure which minimises any risk to the safety of road users; f. 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; g. protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve. 			
(Road Management Act - Schedule 7, Sec 14)			
DECLARATION BY APPLICANT			
I make this declaration in the firm belief that all the information provided on this form is, to the best of my knowledge, true and correct and I am aware that false declarations may be punishable by law.			
APPLICANT'S SIGNATURE		DATE	
NO WORKS CAN COMMENCE UNTIL A WRITTEN PERMIT HAS BEEN ISSUED AND RECEIVED – PENALTIES MAY APPLY			

In accordance with Sect 123 Road Management Act 2004, Council may apply an Inspection Service charge to any works undertaken within the road reserve. This charge will be calculated in accordance with the Road Management (Works and Infrastructure) Regulations 2005 Fee Schedule.

Consent/Inspection fees are payable when you lodge an application

	Working on an area over 8.5m ² of works		Working on an area under 8.5m ² of works	
	On roadway, shoulder or pathway (see note 1) Asphalt/gravel road, kerb & channel and concrete vehicle crossings and footpaths	Not on roadway, shoulder or pathway (see note 2) Naturestrip (soil/seeded area)	On roadway, shoulder or pathway (see note 1) Asphalt/gravel road, kerb & channel and concrete vehicle crossings, crossing extensions & footpaths	Not on roadway, shoulder or pathway (see note 2) Naturestrip (soil/seeded area)
Other roads, speed over 50km/h	43.1 fee units \$622.80	23.5 fee units \$339.55	9.3 fee units \$134.40	6 fee units \$86.70
Other road, speed under 50km/h	23.5 fee units \$339.55	6 fee units \$86.70	9.3 fee units \$134.40	6 fee units \$86.70
As at 1 July 2018: 1 fee unit = \$14.45 (fee units are reviewed annually on 1 July)				

- Notes:**
1. Conducted on, or on any part of, the roadway, shoulder or pathway
 2. Not conducted on, or on any part of, the roadway, shoulder or pathway
 3. Municipal road or non-arterial State road

Council is collecting the information on this form so that it may consider your application for Consent to Dig in a Road Reserve In accordance with General Local Law No 16. If you fail to provide this information, your application may not be processed. The information will be used for administration purposes and will not be disclosed to any other party except as required by law or where you fail to comply with any conditions of this consent and a third party suffers a loss or injury. You may access this information by contacting Council on 9742 0777.

Application

Information and Specifications

Note:

This information is to be retained by the applicant

Fees for application for application for consent under Road Management Act 2004 are not refundable.

CONSENT TO CONSTRUCT OR ALTER VEHICLE CROSSING

Consent must be obtained prior to constructing or altering a vehicle crossing within Wyndham City. The consent can be applied for at Wyndham City offices at the Civic Centre, 45 Princes Highway, Werribee. Minimum of 24 hour notice must be given to Council's Maintenance Depot, telephone 9742 0777 for an inspection prior to the pouring of the concrete.

INSPECTION REQUIREMENTS

The Consent must be available for inspection by a Council officer upon request, at any time. Please call Council Depot on 9742 0777 to discuss inspection requirements before works commence. Please allow for 24 hours' notice before an inspection.

Compaction tests are to be carried out by NATA registered personnel. Proponent must have a copy of the compaction test results during all inspections.

Council inspector will require copies of delivery dockets for all materials during site inspection.

1. RESIDENTIAL VEHICLE CROSSING

- a) The minimum width of a standard crossing is 3.5 m and the maximum width is 6.0m.
- b) Width of over 3.5m will only be permitted if it is not possible to gain access in to the property without driving over the nature strip.
- c) Form and thickness of crossing shall be in accordance with Council's specifications.
- d) Permission for second vehicle crossing will only be given where there is a minimum of 7 metres between the existing and new crossover to allow for on-street parking, and the property must also have a minimum frontage of 17 metres.

2. COMMERCIAL/INDUSTRIAL VEHICLE CROSSING

- a) Minimum width of crossing shall be 6.0m.
- b) Form and thickness of crossing shall be in accordance with Council's specifications.

3. VEHICLE CROSSING FINISHES

All crossings must be constructed using plain concrete where there is a footpath present. Decorative concrete finish – with or without colouring pigment, or block paving using brick, stone or concrete interlocking pavers is not permitted unless otherwise approved by Council.

4. GENERAL

- a) Applications must include a completed application form, 2 copies of fully dimension scale drawings, site plan and specifications for the proposal. Drawings should show any drainage assets or other street reserve assets or equipment relevant to or affected by the application.
- b) Crossing needs to be a minimum of 9 metres clear from the nearest intersection and 3.0 metres clear from trees on the naturestrip. If this cannot be achieved, the tree compensation fee will apply.
- c) The vehicle crossing must be at least 1.0 metre clear of any structure or asset such as traffic and/or street signs, fire hydrants and must be at least 1.0 metre clear of light poles.
- d) All crushed rock used to be 20mm Class 2 fine crushed rock.
- e) Only ready mixed concrete to be used and this must conform to A.S. 1379 Ready Mixed Concrete with a compressive strength of 25 MPa or greater at 28 days.
- f) Where extensions are made to existing crossings, the existing return and footpath shall be saw-cut and the new work shall be keyed into the old concrete (dowel joints must be used for all crossings).
- g) Where it is necessary to have a new location for an existing crossing, the existing crossing **MUST BE REMOVED** and the kerb and channel replaced in that section **AT THE OWNER'S EXPENSE**.
- h) Persons taking out this consent will be responsible for any damage caused within road reserve and must either repair damage to Council specifications or pay Council re-instatement cost.
- i) Once vehicle crossing is constructed to Council Specifications, ongoing maintenance and upkeep of the crossing becomes sole responsibility of the owner.

TREES

If an existing tree is proposed to be removed, further investigation from Urban Spaces & Council Works department is required. If removal of tree is approved, Council will charge a minimum tree compensation fee of \$379.50 (including GST) depending on the tree height and age.

If proposal to remove the tree is not approved, Proponent is advised to submit a new proposal of works that will not affect the tree.

Please Note: removal of mature trees is strictly prohibited and approval will not be granted by Council under any circumstances.

REINSTATEMENT

Trench reinstatement works are to be in accordance with Council specifications attached (if applicable).

Open cut trenching is not permitted on any road pavement in Wyndham City Council.

Any vehicle crossings and/or footpaths must be bored under.

Reinstatement conditions must be in accordance with the letter of consent.

All associated line marking must be reinstated to Councils requirements.

Backfill on disturbed nature strip should be of suitable material from excavation, free of clumps, sods & clay lumps compacted to 95% Standard Compactions and reinstated to a clean, tidy conditions. The top 75mm reinstated with selected loam and suitable grass seed.

The area shall be cleared of all surplus material by the Proponent and left in a neat and tidy condition.

Universal and Semi-mountable (SM2) kerbing must be removed and replaced with layback as per standard drawings, for works requiring crossover construction.

-Pipes are to be laid at the following depths:

Main Roads: a minimum of 1200mm below the road surface.

Private Streets: a minimum of 1200mm below the full road surface taken from the back of kerb to back of kerb.

TRAFFIC MANAGEMENT

The Proponent is to accept full responsibility for Traffic Management and Occupational Health & Safety of the works.

Road is to remain open to public at all times.

Passage of a pedestrian or vehicular traffic during the full period of construction and reinstatement is not to be restricted except with the written permission of the Chief Executive Officer or his representative.

PUBLIC LIABILITY

- The works must be covered by a Public Risk insurance policy indemnifying Wyndham City Council against claims for damages or injury arising from the works.

NOTICES

- Property owners which may be affected by works are to be notified by the Proponent seven days prior to commencement.

VALIDITY

- The consent is valid for a period of six (6) months only.

ADDITIONAL CONDITIONS FOR NON-UTILITIES

ASSET PROTECTION BOND

Where works appear to be of a difficult nature or within the road pavement, a deposit equivalent to the cost of the works or any reinstatement could be charged in addition to the Consent fee. If costs are incurred by Council as a result of these works, these costs will be deducted from the deposit. Balance of the deposit (if any) will be posted to the applicant following satisfactory completion of the works. All road crossings are to be thrust bored and NOT open cut. After trials show that conditions prohibit boring, then special written permission may be granted by the Chief Executive Officer for opening of a road surface.

An additional performance deposit is required in such cases.

The bond will be refunded provided Council staff, their representatives or contractors do not have to carry out any works related to the proposed works.

OTHER SPECIAL CONDITIONS;

Permit will not be issued directly to contractors (working on behalf of utilities), unless written proof of responsibility of works from utility is submitted to Wyndham City Council Roads Development.

Other special conditions relevant to the proposed works may be imposed by the Chief Executive Officer or his representative and must be complied with.

WARNING:

Any approval given by Wyndham City Council does not preclude the need for the permit holder to verify the position and depth of all public utility services including underground cables for Powercor, Telstra, Optus, all sewer, water, gas, drainage pipes and confirmation of these services before commencing works. Proponent must obtain other relevant Authority approval (i.e. MOC's query and/or direct notification). The Proponent shall be held totally responsible for liable claims, damages or the like, which may arise as a result of carrying out the works for which the permit is issued.