



APPLICATION FOR A CONSENT OR PERMIT TO CONDUCT WORKS

In a Council Road Reserve, in a Council Drainage Easement,
or in Council Open Space Land

In accordance with the Road Management Act 2004, Schedule 7, the Road Management (Works and Infrastructure) Regulations 2005 and the Community Amenities Local Law 2015

APPLICANT DETAILS

Name:

Company:

Address:

Suburb:

Postcode:

Telephone:

Email Address:

WORKS MANAGER/CONTRACTOR DETAILS

Note: Leave this section blank if you are only submitting a crossover preliminary query.

Company:

ABN / ACN:

Address:

Suburb:

Postcode:

Telephone:

Email Address:

Name of Works Manager:

Telephone:

☐ Provide a copy of the contractors current Public Liability Insurance document.
(Minimum \$10,000,000 cover is required).

LOCATION OF THE PROPOSED WORKS

Address:

Suburb:

Postcode:

DESCRIBE THE PROPOSED WORKS

Do not draw a diagram here

PRIVACY STATEMENT: The personal information requested on this form is being collected by Council for the purpose of this application. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, visit Council's Privacy Policy at:
<https://www.wyndham.vic.gov.au/privacy-policy>

SURFACE BEING AFFECTED BY THE PROPOSED WORKS

☐ Easement.	☐ Footpath.	☐ Nature strip.	☐ Park/Reserve.
☐ Roadway.	☐ Other (specify):		

COUNCIL INFRASTRUCTURE LOCATED WITHIN THE VICINITY OF THE PROPOSED WORKS

Note: Ensure that any proposal drawings or plans also demonstrate the items listed below.

☐ Light pole within 1.0m	☐ Pedestrian/Pram crossing within 2.0m
☐ Stormwater pit within 750mm	☐ Street sign within 1.0m
☐ Street tree within 2.5m	☐ Existing crossover within 1.0m

IMPORTANT INFORMATION:

Any infrastructure that is located onsite (the Road Reserve or Easement) which has not been listed above, is owned and managed by other service authorities (eg. Greater Western Water, Powercor, Telstra, NBN, etc.). The applicant is responsible for obtaining the necessary approvals from those authorities, prior to commencing any works. The issuing of Council's Works Consent or Works Permit does not provide approval to alter or affect other service authority infrastructure or undermine a service authorities clearance requirement.

APPLICABLE FEES

Note: Invoiced after assessment

CONSENT ISSUED UNDER THE ROAD MANAGEMENT ACT 2004

2025-2026 fee unit = \$16.81

Road Speed Limit	Working on an area over 8.5m ²		Working on an area under 8.5m ²	
	Affecting the Roadway, Kerb & Channel, Road Shoulder or Footpath	Affecting the Nature strip only (soil)	Affecting the Roadway, Kerb & Channel, Road Shoulder or Footpath	Affecting the Nature strip only (soil)
50km or less	23.5 fee units \$395.05	6 fee units \$100.85	9.3 fee units \$156.35	6 fee units \$100.85
over 50km	43.1 fee units \$724.50	23.5 fee units \$395.05	9.3 fee units \$156.35	6 fee units \$100.85

PERMIT ISSUED UNDER THE COMMUNITY AMENITY LOCAL LAW 2015

Works in an Easement / Open Space	\$290.00
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DOCUMENTARY REQUIREMENTS

Must provide

TYPE OF WORKS

***One type only per application form submitted**

<u>Asset protection repair</u>	Provide a copy of Council's Asset protection inspection defect notice (API).	☐
<u>Crossover (Vehicle Crossing)</u> <i>New constructions</i> <i>Relocations</i> <i>Temporary installations</i> <i>Widenings</i>	- Provide a diagram showing the frontage of the property, or an aerial image, detailing the location of the proposed crossover. The diagram is to also include details of all existing infrastructure located along the property frontage (eg. street trees, drainage pits and service authority assets) and is to show clearance measurements for those items from the proposed crossover. - If the proposed crossover relates to a Town Planning Permit, provide a copy of the Town Planning endorsed plan (WYP or WYS); not the permit.	☐
<u>Crossover (Vehicle Crossing)</u> <i>Preliminary enquiry</i>	Provide the documents requested as per the 'Crossover' section above and leave the 'Works Manager Detail' section blank on this application form.	☐
<u>Electrical</u> <i>Electrical main</i> <i>Electrical service tie in</i>	- Provide a copy of Powercor's endorsed plan. - Also refer to notes 1 and 2 at the bottom of this table.	☐
<u>Gas</u> <i>Gas main</i> <i>Gas service tapping</i>	- Provide a copy of AusNet's endorsed plan. - Also refer to notes 1 and 2 at the bottom of this table.	☐
<u>Geotechnical</u> <i>Boring</i> <i>Dipping</i> <i>NDD</i> <i>Surveying</i>	- Provide a diagram showing the location of the affected area/s and a copy of Council's conceptual approval, or details of Council's authorising project officer. - Also refer to notes 1 and 2 at the bottom of this table.	☐
<u>Road construction</u>	- Provide a copy of Council's endorsed subdivisional plans and a copy of Council's approval letter (SDW). - Also refer to notes 1 and 2 at the bottom of this table.	☐
<u>Storm Water</u> <i>Storm water main</i> <i>Storm water connection</i>	- Provide a copy of Council's endorsed drainage plan or written approval. - Also refer to notes 1 and 2 at the bottom of this table.	☐

<u>Sewer</u> <i>Sewer main</i> <i>Sewer service tapping</i>		- For a sewer main, provide a copy of Greater Western Water's endorsed plan. - For a sewer tapping, provide a copy of Greater Western Water's asset plot diagram (available via BYDA) and sketch the location of the new tapping from the main to where it will enter the property boundary. Also refer to notes 1 and 2 at the bottom of this table.	☐
<u>Subdivisional tie-in</u>		- Provide a copy of Council's endorsed subdivisional plans (SDW) and a copy of Council's approval letter. - Also refer to notes 1 and 2 at the bottom of this table.	☐
<u>Water</u> <i>Water main</i> <i>Water service tapping</i>		- For a water main, provide a copy of Greater Western Water's endorsed plan. - For a water tapping, provide a copy of Greater Western Water's asset plot diagram (available via BYDA) and sketch the location of the new tapping from the main to where it will enter the property. - Also refer to notes 1 and 2 at the bottom of this table.	☐

- 1** Council may require a Traffic Management Plan (TMP). Contact Council's Traffic Engineering team directly to determine whether a submission is required. **Do not** submit TMP documents with this application.
- 2** Council may require a Site Environmental Management Plan (SEMP). Contact Council's Coast & Water team directly to determine whether a submission is required. **Do not** submit SEMP documents with this application.

GENERAL INFORMATION

A copy of Council's standard working drawings can be obtained from the following link:
<https://www.wyndham.vic.gov.au/services/roads-parking-transport/plans-policies-drawings/standard-drawings>

The completed application form and accompanying documentation can be submitted to
mail@wyndham.vic.gov.au or posted to PO Box 197, Werribee VIC 3030

Note: This application form must be submitted to Council a minimum of 20 business days prior to the proposed commencement of works (unless an RMA exemption applies).