

# Working within the road reserve Consent Application Form

Road management Act 2004 & Road Management (Works and Infrastructure) Regulations 2015



## Office use only

Application ID:	Date payment received:
Receipt No:	Processed by:

For further information regarding the process:  
Including requirements and responsibilities as a  
property owner, concreter of appointed agent or to  
apply for a permit online, please refer to Council's  
website [www.casey.vic.gov.au](http://www.casey.vic.gov.au)

## SITE ADDRESS (LOCATION OF PROPOSED WORKS)

### 1. Please provide the address details of the building site or nearest property address to works

Unit/Street number:

Lot number:

Street name:

Suburb:

Postcode:

## APPLICANT DETAILS

**2. I am the:** Contractor  Road Manager  Appointed Agent

**3. If you are the:** The appointed agent? → **complete sections A and B & C**  
The road manager or the Contractor? → **complete section B & C**

### A) APPLICANT CONTACT DETAILS:

Business Name (if applicable):

ABN:

Given Name(s):

Surname:

Street address:

Suburb:

Postcode:

Mobile number:

Email:

### B) CONTRACTOR DETAILS:

Business Name (if applicable):

ABN:

Given Name(s):

Surname:

Street address:

Suburb:

Postcode:

Mobile number:

Email:

### C) ROAD MANAGER:

Business Name (if applicable):

ABN:

Given Name(s):

Surname:

Street address:

Suburb:

Postcode:

Mobile number:

Email:

**NATURE OF WORKS**

**4. Please select the type of planned works\*:**

<input type="checkbox"/> <b>Works within the road reserve</b> Traffic Submission form on Page 5 must be completed	<input type="checkbox"/> <b>Non traffic impact works (Drainage works in Council Easement or Reserve)</b>
<input type="checkbox"/> <b>Works is relation to Stormwater Legal Point of Discharge Connection</b> Copy of Council issued LPOD location report, Drainage plans and Endorsed drainage plans are required to be submitted with your application <input type="checkbox"/> New Connection Road Reserve <input type="checkbox"/> New connection EASEMENT <input type="checkbox"/> New Outfall Drain <input type="checkbox"/> Maintenance of existing LPOD pipes in road reserve (provide a sketch)	
<input type="checkbox"/> <b>Works in relation to a Private connection to a Public Utility</b> Copy of approval letter is required ie PIC report, Notice of agreement and/or utility approved construction plans  <input type="checkbox"/> Water tapping connection. <input type="checkbox"/> Sewer connection <input type="checkbox"/> Other: please specify (tick type)    (tick type) <input type="checkbox"/> Same side of the road <input type="checkbox"/> Connection <input type="checkbox"/> Opposite side of the road <input type="checkbox"/> Sewer Extension	
<input type="checkbox"/> <b>Works is relation to a Town Planning Permit* (eg. New footpath, turn in lane etc)</b> Copy of both Town planning and Engineering endorsed plan documents are required to be submitted with your application.	
<input type="checkbox"/> <b>Works being conducted by a Public Utility (Planned Works) Please specify:</b> Provide a copy of the approved public utility plans	
<input type="checkbox"/> <b>Non Excavation (including pedestrian impacted) eg Crane lift, shop maintenance from road reserve (Please specify):</b>	<input type="checkbox"/> <b>Other: (Please specify):</b>

\*Above are examples of common works, tick the most relevant to your proposed works. More than one type of works can be selected.

**FEES AND PAYMENT DETAILS**

**5. Please select the applicable fee**

There are two payments required with your permit application: (tick one of each type)

**1. Bond**

<input type="checkbox"/> <b>Standard Application – Bond \$1,000</b>	
<input type="checkbox"/> Contractor conducting works on behalf of a public utility ie water main upgrade, bus stop infrastructure etc - <b>No Bond Required.</b>	<input type="checkbox"/> Private connection of development/dwelling to public utility infrastructure ie water and sewer connection etc - <b>Bond \$1,000</b>

**2. Fee** (Works and Minor Works fees are calculated in accordance with the Road Management (Works and infrastructure Regulations 2005 Fee Schedule)

	Works (other than minor works conducted by a person that are traffic impact works)		Minor Works Conducted by a person that are traffic impact works	
	On roadway, shoulder or pathway	Not on roadway, shoulder or pathway	On roadway, shoulder or pathway	Not on roadway, shoulder of pathway
<b>Municipal Roads speed over 50 km/h</b>	<input type="checkbox"/> \$744.30 43.1 fee units	<input type="checkbox"/> \$405.80 23.5 fee units	<input type="checkbox"/> \$160.60 9.3 fee units	<input type="checkbox"/> \$103.60 6 fee units
<b>Municipal roads, speed under 50km/h</b>	<input type="checkbox"/> \$405.80 23.5 fee units	<input type="checkbox"/> \$103.60 6 fee units	<input type="checkbox"/> \$160.60 9.3 fee units	<input type="checkbox"/> \$103.90 6 fee units
	<b>Single Connection Point</b>		<b>Multiple Connection Points/Outfall Drain</b>	
<b>Storm water Connection in Easement NOT in road reserve</b>	<input type="checkbox"/> \$160.60 9.3 fee units		<input type="checkbox"/> \$405.80 23.5 fee units	



**PAYMENT DETAILS – CREDIT CARD (if not paying in person)**

Refer to and complete Credit Card Payment Form attached (page 6)

**SECURITY BOND RETURN INFORMATION**

**6. Please provide banking details for return of the security bond:**

BSB:	Account Number:
Account Name:	
Bank and branch:	Remittance email address:

*\*If there is no damage to Council assets upon completion of your project, your security bond will be returned in full within 28 days to the bank account nominated below, unless otherwise requested in writing.*

**APPLICATION CHECKLIST**

- Complete the permit application form  Complete security bond return information (pg3)
- Copy of your Certificate of currency showing a minimum of \$20 million public liability insurance
- Traffic management Submission Form – Work Zone details (pg5) for works within the road reserve
- Complete credit card payment form if emailing or posting this application form (pg6)

**Tick the below based on your works which apply:**

- |   |   |
|---|---|
| <input type="checkbox"/> Copy of your approved construction plan (Public Utility planned works) | <input type="checkbox"/> Copy of your approval to connect and approved plans ie PIC report etc (Private utility connection) |
| <input type="checkbox"/> Town planning endorsed plans by Council                                | <input type="checkbox"/> Engineering endorsed plans by Council  |
| <input type="checkbox"/> For repair of existing POD - Provide a sketch                          | <input type="checkbox"/> For non-excavation - Provide a sketch or plan of works   |

**APPLICANT DECLARATION (please tick):**

By lodging this application, you declare that:

- You are the road manager, or you are authorised by the road manager to obtain this permit.
- You have read and understood the permit bond, fee and any tree related fees (if applicable are required to be paid in order for a permit to be issued, no works can commence prior to permit issue.
- You understand it is a requirement that any person conducting works in any road reserve must have in operation a traffic management plan in accordance with **Road Management Act 2004 – Worksite Safety – Traffic Management – Code of Practice**
- You understand it is your responsibility to obtain permission regarding relocation/modification of any Public Utility assets affected by the work. Relocation/Modifications of any assets are to be in accordance with the requirements of the affected utility owner.
- You understand that any damage to Council’s assets caused by you will require repair as directed by Council including, reinstatement of the nature strip, removal of all boxing materials and excess concrete from site upon completion of the works, if incomplete, penalties may apply.
- You understand it is your responsibility to read, understand and comply with the working in the road reserve permit conditions and standard drawings.
- The information provided in this application form and all attachments is true and correct. You understand it is an offence to provide false information and penalties may apply.

**Applicant Signature:**

**Date:**



## HOW TO LODGE AND PAY

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- ✓ **By email** Complete and email this application form with any attachments (e.g. photographs) to [AssetPermitsConsent@casey.vic.gov.au](mailto:AssetPermitsConsent@casey.vic.gov.au).  
**Ensure Credit card details are provided on page 6.**
- ✓ **By post** Complete and post this application form with any attachments (e.g. photographs) and a non-negotiable cheque made payable to City of Casey or ensure Credit Card details are complete in Section 10.  
**City of Casey, PO Box 1000, Narre Warren VIC 3805.**
- ✓ **In person** Complete application form with any attachments (e.g. photographs) and make payment via cash or EFTPOS to:
  - **Customer Service Bunjil Place, Patrick Northeast Drive Narre Warren**
  - **Customer Service Centre Cranbourne Park Shopping Centre**

## WHAT HAPPENS NEXT?

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1. Once your form and payment have been received, your application will be assessed, and a permit issued if approved.
2. Council will contact you with the outcome of your application within 10 business days of a complete application being received.
3. You must not commence works until a permit is issued to you.
4. Your permit is valid for 12 months from date of issue.
5. If there are changes to the works from the original application, you must notify Council before commencing the works.

**TRAFFIC MANAGEMENT SUBMISSION FORM – WORK ZONE DETAILS**

Please provide the work zone details for your traffic management submission.

\*Not required for LPOD stormwater connection in an EASEMENT ONLY.

<b>1) Proposed Start date for works and expected duration</b>	Date/s:	Day/s:		
<b>2) Start time of job and hours of work</b>	Time:	Hours:		
<b>3) Category of Works</b> “Long Term” describes any works for which a Traffic Management Plan is required to operate both day and night and may be left unattended requiring an after care plan.	<input type="checkbox"/> Works	<input type="checkbox"/> Minor works		
	<input type="checkbox"/> Short time	<input type="checkbox"/> Long Term	<input type="checkbox"/> Night Works	
<b>4) Traffic Volume (vehicles per day)</b>	<input type="checkbox"/> Low (200-1500)	<input type="checkbox"/> High (>1500)		
<b>5) Clearance distance between work area/workers and traffic lanes</b>	<input type="checkbox"/> <1.2 - 9m	<input type="checkbox"/> 1.2 - 3.0m	<input type="checkbox"/> 3.0 - 9.0m	<input type="checkbox"/> > 9.0m
<b>6) Identified Site Risk Rating</b>	<input type="checkbox"/> Very High	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
<b>7) Existing Posted Speed Limit</b>	Km/h:			
<b>8) Proposed Speed Limit Reduction</b>	<input type="checkbox"/> None	<input type="checkbox"/> 40km/h	<input type="checkbox"/> 60km/h	<input type="checkbox"/> 80km/h
<b>9) Type of Closure</b>	<input type="checkbox"/> None	<input type="checkbox"/> Partial	<input type="checkbox"/> Full	
<b>10) Control devices to be temporarily installed</b>  *NOTE: VicRoads Memorandum of Authorisation (MOA) is required for use of traffic signals for worksites.	<input type="checkbox"/> Traffic Signals*		<input type="checkbox"/> Variable message signs	
	<input type="checkbox"/> Speed Limit		<input type="checkbox"/> Traffic Controllers	
	<input type="checkbox"/> Vehicle Mounted Signs/Devices			
	<input type="checkbox"/> Containment Fences		<input type="checkbox"/> Safety Barriers	
	<input type="checkbox"/> Signs (List types):			
	<input type="checkbox"/> Other (list other):			
<b>11) Existing permanent signs and/or devices to be removed or covered during Works</b>	List:			
<b>12) Facilities and special requirements that have been identified within or in the vicinity of this Work Zone that need to be addressed as part of the Traffic Management.</b>  **If works are going to impact on these organisations/services, they require notification prior to works commencing.	<input type="checkbox"/> Hospitals**		<input type="checkbox"/> Schools**	
	<input type="checkbox"/> Public Transport Access**		<input type="checkbox"/> Garbage Collection**	
	<input type="checkbox"/> Commercial/Industrial Property Access			
	<input type="checkbox"/> Residential property access			
	<input type="checkbox"/> Access and/or redirection of pedestrians, cyclists and disabled.			
<b>13) Traffic Management Plan &amp; Traffic Guidance Scheme attached.</b>  All Traffic management plans are to be professionally drawn and TGS written by a certified person in - RIICWD503D or E - Prepare work zone traffic management plans.	<input type="checkbox"/> Yes		<input type="checkbox"/> No*	
		*Application will not be processed without a traffic management plan and traffic guidance scheme		

## CREDIT CARD PAYMENT FORM

Type of Credit Card  Visa  Mastercard

Name on Card

Telephone (BH)

Card  
Number

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Expiry date

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CVV  
Number

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(CVV number is the three digits on the back of your credit card)

Amount

\$
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**Cardholders declaration**

- I declare that I am the authorised cardholder of this credit card and I authorise the amounts as detailed on this application form to be deducted from this card. I understand it is an offence to provide false information and penalties apply.

**Applicant Signature:**

**Date:**

**Print name:**

Privacy Statement: City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the City of Casey will only be used for the purposes outlined within our Privacy Policy. Council's Privacy Policy is available from our website [www.casey.vic.gov.au/council/your-council/privacy](http://www.casey.vic.gov.au/council/your-council/privacy) and all Council Customer Service Centres . For further Information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website [www.casey.vic.gov.au/council/contact/feedback-form](http://www.casey.vic.gov.au/council/contact/feedback-form) or by calling on 9705 5200.

