

Reference Number –
(Council Use Only)

Non-Utility Minor Works within Municipal Road Reserves



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, or
 (ii) Application for consent

General Information

Type -	<input type="checkbox"/> Notification of Proposed Works	Date -	__ / __ / 20__	
	<input type="checkbox"/> Application for Consent	Your Reference (if applicable) -		
To – (Coordinating Road Authority)	Colac Otway Shire PO Box 283 COLAC VIC 3250	Fee - (ONLY for 'Application for Consent)	\$ 163.53	
From – (Applicant's Name)		Receipt No. (Council Use Only)		
Address – (Applicant's Address)		Function – (Please select the ROLE that best describes YOU)	<input type="checkbox"/> Owner <input type="checkbox"/> Occupier <input type="checkbox"/> Builder <input type="checkbox"/> Contractor on behalf of – (Please Specify)	
City/Suburb/Town -		State -	Postcode -	
Contact person -		Telephone (BH) -		
Email Address -		Facsimile -		
		Mobile -		

Details of Work

Work type -	<input type="checkbox"/> Service connection	Work Hours -		
	<input type="checkbox"/> Drainage Connection	Start Date -	__ / __ / 20__	
	<input type="checkbox"/> Vehicle Crossing	Finish Date -	__ / __ / 20__	
	<input type="checkbox"/> Other works (Please Specify)			
Road Name / Address -		Locality (Town) -		
Additional Location Details – (Optional)				
Description of Works – (Include list of assets affected by works)				
<p>Sketch Plan – A copy of a sketch plan showing the proposed works, the location and all assets within the vicinity <u>must</u> be provided (Assets include all tees, landscaping, road pavement, kerb & channel, footpaths, drains. Service authority assets and private assets affected by the work.</p>				

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(Continued)

Works Manager Details *

Contractor or Company Name -		Contractor/Company ABN -	
Contractor's Address -			
City/Suburb/Town -	State -		Postcode -
Name of Works Manager* -			Telephone (BH) -
Email address -			Facsimile -
			Mobile -
Does the contractor have Public Liability Insurance? (Certificate of Currency to be provided)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount of Public Liability Cover - \$
Name of Public Liability Insurance Company -			

Traffic Impact *

Please note - A Traffic Management Plan may be required to be in operation during the proposed works
(Note: Refer attached notes and S99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety - Traffic Management)

Will major traffic control devices requiring a 'Memorandum of Consent' be used? <i>Examples of major traffic control devices include speed limit signs, traffic signals, etc. (Note: refer Road Safety (Road Rules) 1999 and Code of Practice for Worksite Safety - Traffic Management)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, Why?		
Will the proposed works impact pedestrians and/or cyclists? <i>(Consider provision for people with disabilities, etc)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Why?		

Consultation

Have adjoining property owner(s)/occupier(s) and/or affected members of the community been consulted with in respect to these works?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, Why?		
Have other Parties/Authorities been contacted in the instance where non-road infrastructure assets may be affected by the proposed works?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, Why?		

Hoarding

Will equipment and/or materials be stored within the road reserve during these works? <i>(If Yes, a hoarding permit may be required. Please contact the Local Laws Department on 5232 9400)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, What?		



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(Continued)

Locality Plan

Show the location of crossings, property boundaries, intersections, street trees, signs, kerb and channel, footpaths, width of crossing etc. (attach separate plan if required). **Please do not use pencil.**

DECLARATION:

The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

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(Continued)

Notes

Public Liability Insurance

The Colac Otway Shire requires the Works Manager* to have Public Liability Insurance with a minimum coverage of \$10 million. A *Certificate of Currency* is to be provided with your application. Your Public Liability Insurance should cover you to conduct works within the road reserve. The road reserve includes any roadway, footpath, naturestrip, or roadside area.

Traffic Management

In accordance with the *Road Management Act 2004* and *Road Safety Act 1986* you may be required to have in effect a Traffic Management Plan (TMP) to address any traffic management (including vehicles and pedestrians) requirements that may be necessary to carry out the works.

If you are required to submit a TMP, it must be prepared by a suitably trained and qualified person. The plan must include the details of how you propose to undertake the proposed works.

The TMP shall require the installation of Traffic Signs and Devices which are required for the safe guidance of all traffic, road users, and pedestrians. The Applicant will also be requested to comply with the *Occupational Health and Safety Act 2004*, Australian Standard 1742.3 and all other relevant Acts, Regulations, Australian Standards, and Codes of Practice.

Safe pedestrian access shall be maintained at all times, including provision of physical barriers to hazards, provision of safe temporary access, signage and lighting in accordance with Australian Standard 1742.3.

A copy of the Traffic Management Plan is to be submitted to Council within seven (7) working days prior to any works commencing.

Works Manager

Any person or body that is responsible for the conducting of works in, on or under the road. (*Road Management Act 2004* – Schedule 7, Clause 14)

Works Manager Responsibilities (*Road Management Act 2004* - Schedule 7, Sec 14)

Principles applying to infrastructure managers and works managers:

- (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:
 - 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.

Contact

For further information please contact the Colac Otway Shire on 5232 9400 or at inq@colacotway.vic.gov.au.



OFFICE USE ONLY Application No: _____

Amount: \$ _____ Receipt Type: _____

Receipt No: _____ Date: _____

DO NOT SCAN – TO BE DESTROYED

PAYMENT BY CREDIT CARD

Name: _____

Company: _____

Postal Address: _____

Contact Number: _____ Email: _____

Property Address: _____

Description of Payment: _____

i.e. Rates, Permit Application, Invoice

Please charge my credit card for the amount of: \$ _____

Amount in words: _____

CREDIT CARD DETAILS

Name on Card: _____

Credit Card No:

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Amex Mastercard Visa Card Expiry Date: _____ CIV: _____

Signature: _____

PLEASE PLACE THIS FORM AT FRONT OF YOUR APPLICATION/DOCUMENTS

Note: This form will be destroyed upon completion of payment process

