

# Application for Permit – Works Within Municipal Road Reserves

Applicant Details			
Company Name			
Contact Person			
Postal Address			
Suburb		Postcode	
Phone		Mobile	
Email			
Applicant Description			
<input type="checkbox"/> Service Authority		<input type="checkbox"/> Agent / contractor for Service Authority	
<input type="checkbox"/> Private Contractor		<input type="checkbox"/> Other (provide details):	
Details of Work			
<input type="checkbox"/> Service Connection		<input type="checkbox"/> Erecting hoardings/banners on structures	
<input type="checkbox"/> Construct a new vehicle crossing		<input type="checkbox"/> Relocate, widen or remove an existing vehicle crossing	
<input type="checkbox"/> Works on a nature strip		<input type="checkbox"/> Drainage Connection	
<input type="checkbox"/> Other works (provide details):			
Date of works	Start date:	Finish date:	
<b>Please Note:</b> Applications must be lodged 14 days before works are planned to commence and a minimum of 24 business hours notice is required in order to arrange an inspection			
Owner Name			
Address of works			
Suburb		Postcode	
<b>Additional location details for rural areas</b> <b>Description of works.</b> Please include any Council assets affected by proposed works and details of their reinstatements.  Attach a sketch plan of the location showing all assets in the area.			
Planning / Building Permit No (If applicable)			
Contractor Details (the person or body who will be responsible for undertaking the works)			
Contractor / Company Name			
Contact person responsible for works on site			
Postal Address			
Suburb		Postcode	
Phone		Mobile	
Email			
Insurances (Provided by Contractor carrying out works)			
Public Liability Insurance No.		Please provide a copy	
Expiry Date			
Policy Number		Please provide a copy	

Traffic Impact		
<b>Will Major Traffic Control Devices (MTCD) be required?</b> <i>Examples of MTCD include speed limit signs, traffic signals etc (Refer to relevant road safety legislation and guidelines)</i> <b>If No, why?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Will the proposed works impact pedestrians or cyclists?</b> <b>If Yes, how?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Have you consulted with adjoining property owners and affected members of the community?</b> <b>If No, why?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Permit fees and payment details					
<input type="checkbox"/>	<b>Vehicle Crossing Works</b>				<b>\$ 157.00</b>
<input type="checkbox"/>	<b>Other works within a reserve</b> <i>Please calculate the applicable fee using the table below</i>				<b>\$</b>
		Works, other than minor works		Minor works	
		on roadway, shoulder or pathway	<u>not</u> on roadway , shoulder or pathway	on roadway, shoulder or pathway	<u>not</u> on roadway , shoulder or pathway
<b>Municipal roads, speed limit over 50km/hr</b>	43.1 fee units <b>(\$725.00)</b>	23.5 fee units <b>(\$396.00)</b>	9.3 fee units <b>(\$157.00)</b>	6 fee units <b>(\$101.00)</b>	
<b>Municipal roads, speed limit 50km/hr or lower</b>	23.5 fee units <b>(\$396.00)</b>	6 fee units <b>(\$101.00)</b>	9.3 fee units <b>(\$157.00)</b>	6 fee units <b>(\$101.00)</b>	
<b>As at 1 July 2026 - 1 fee unit = \$16.83.</b> Fee units are reviewed annually on 1 July.					

Payment Options	
<input type="checkbox"/>	<b>In Person</b> (by cash, cheque or credit card)
<input type="checkbox"/>	<b>By Mail:</b> Attach a cheque or money order payable to 'Colac Otway Shire Council'
<input type="checkbox"/>	<b>By Credit Card:</b> Please complete the attached "payment by Credit Card form", or phone 5232 9400 to make a payment using a credit card

Declaration	
<input type="checkbox"/>	<p><b>NOTE: This permit is not valid until the appropriate fees have been paid and a permit approval issued.</b></p> <p><b>By checking this box, you acknowledge you have read and understand the Notes as outlined in the Works Within Road Reserves application. You also agree to accept responsibility for the reinstatement of any Council assets you damage to the satisfaction of Council whilst undertaking work relating to this permit.</b></p>
<b>Applicants Signature:</b>	<b>Date:</b>
<b>Applicants Name:</b>	

The Colac Otway Shire Council collects personal information to 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 Privacy and Data Protection Act 2014 (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.

## Office Use Only – To be completed by Council officer

Supporting Documentation to be provided with this application*		CM reference
<input type="checkbox"/>	<b>Public Liability Insurance - Certificate of Currency</b> A copy of contractor's Public Liability Insurance Certificate of Currency in the amount of \$20,000,000 specifying Council as an interested party	
<input type="checkbox"/>	<b>Work Cover Insurance Policy</b> <i>(Only needs to be provided by new contractors not listed on Approved Contractor's Database)</i>	
Yes <input type="checkbox"/>	<b>Site Plan</b> Is a site plan required? <i>A scaled location plan showing the location of utility assets, which road and which parts of the road and road reserve are affected, proposed depth of cover, clearance and offsets to other road and non-road infrastructure</i>	
No <input type="checkbox"/>		
Yes <input type="checkbox"/>	<b>Traffic Management Plan</b> Is a traffic management plan required? <i>In accordance with the Road Management Act 2004 and Road Safety Act 1986, you must have in effect and submit a traffic management plan for approval. The plan must be prepared by a suitably trained and qualified person. The plan must include details of how you propose to place, erect, dismantle and/or undertake the proposed works including details of pedestrian access</i>	
No <input type="checkbox"/>		

## Office Use Only – Permit details to be completed by officer

CM Reference:		Receipt:	
Date permit approved:		Date permit expires:	
Authorised By:			
Conditions of permit:			
Are any other permits required? <i>For example, planning, building, vegetation?</i>			
Final inspection by:		Date:	

# Works within Municipal Road Reserves

## Notes

This permit is valid for 12 months from the date of issue. All compliance checks and agreed works are to be completed within the stipulated time frame.

### **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, nature strip, 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](mailto:inq@colacotway.vic.gov.au).

# Payment by credit card

## What you need to do for your application



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit payment

**Please attach this to the FRONT of your application/documents**

This form will be destroyed upon completion of the payment process

### Office Use Only

Application No

Amount

 \$

Receipt Type

Receipt No

Date

**DO NOT SCAN - TO BE DESTROYED**

### Your Details

First name

Last name

Company

Best phone number to contact you on

Email

Residential or postal address

Description of payment (i.e. Rates, Permit Application, Invoice)

Amount to be charged

 \$

Amount in words

### Credit Card Details

Name on card

Credit Card Number

               

VISA CARD

MASTERCARD

AMEX

Expiry Date

   

CIV

   

Signature