


<h1>Works within the Road Reserve Consent Application</h1> <p>This notification / application is provided in accordance with -  1. Road Management Act 2004, Schedule 7  2. Road Management (Works and Infrastructure) Regulations 2015</p>				Date / / 20		<b>MITCHELL SHIRE COUNCIL</b>  Version: 21/06/2023	
				Permit No <i>(This must be supplied for works associated with subdivision or developments)</i>			
Use this form for: (i) Notification of proposed works, (ii) Application for consent, or (iii) Notification of completed works to the Coordinating Road Authority <b>This Application is subject to Approval – For any queries please contact Council.</b>							
APPLICANT DETAILS (Complete all blank fields)				Submit form to <a href="mailto:mitchell@mitchellshire.vic.gov.au">mitchell@mitchellshire.vic.gov.au</a>			
Role: (Tick)		Owner		Occupier		Other (Please specify)	
To: Mitchell Shire Council		Please phone (03) 5734 6200 to arrange payment.					
From: Applicant's Name		Fee (See table Below)		\$		Total	
Applicant Address		Bond (If applicable)		\$		\$	
		EFT Refund Details		If a Bond is collected, it will be refunded to the below details (Please nominate an account)			
Contact person		BSB					
Contact Number		Account					
Email address		Account Name					
<b>DETAILS of WORK</b> <small>To be assessed against council adopted standards</small>				<b>ROAD OPENING PERMITS FEES 2022/23</b>			
<b>Work Type (Tick)</b>				<b>Type of Works</b>		<b>Fee</b>	
Service connection		Drainage Connection		Other		<b>Service Connection</b>	
Vehicle Crossing		Landscape / Street Tree				<b>\$95.40</b>	
Minor Footpath Works (2 Bays Maximum)						<b>\$147.80</b>	
Description				<b>Stormwater Connection</b>		<b>\$147.80</b>	
				<b>Minor Footpath Works (2 Bays Maximum)</b>		<b>\$147.80</b>	
				<b>Landscape / Street Tree Works</b> <i>Provide Total Cost and Cost breakdown</i>		<b>\$373.60</b>	
				<b>New Vehicle Crossing</b>		<b>\$373.60</b>	
				<b>MAJOR WORKS</b>		<b>\$685.20</b>	
Address of works							
<b>Does the proposal require the removal of any vegetation If yes please provide details or a photograph.</b>							<b>YES / NO</b>
<b>WORKS MANAGER DETAILS (Public Liability must be supplied.)</b>							
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)							
Contractor Name				Works Manager			
Contractor's Address							
ABN				Mobile Number			
E-mail address							
Public Liability Insurance Company				Amount of P.L. Cover		\$	
<b>Traffic Management:</b>							
Any works conducted within the road reserve may require a Traffic Management Plan to ensure the safety of the public and workers. Works managers must assess this requirement and where required submit a Traffic Management Plan and apply for a Memorandum of Authorisation (MOA) through the relevant Road Manager. For works impacting Council Roads applications can be located via the link below or through our customer service centres: <a href="https://www.mitchellshire.vic.gov.au/services/roads/works-in-the-road-reserve">https://www.mitchellshire.vic.gov.au/services/roads/works-in-the-road-reserve</a>							
<b>Privacy Statement:</b> "Personal information collected by Council is used for municipal purposes as specified in the Local Government Act, 1989 or other relevant legislation. The personal information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. - 113 High Street, Broadford, Vic, 3658 DX 66003 Seymour TEL: (03) 5734 6200 FAX: (03) 5734 6222 E-MAIL: <a href="mailto:mitchell@mitchellshire.vic.gov.au">mitchell@mitchellshire.vic.gov.au</a> Internet: <a href="http://www.mitchellshire.vic.gov.au">www.mitchellshire.vic.gov.au</a>							
<b>Inspection Requirements:</b>							
<ul style="list-style-type: none"> <li>• Vehicle Crossover, Extensions and Stormwater Connection require pre and post inspections.</li> <li>• Water tapping/Service Connections require post work inspections.</li> <li>• Major Works require a pre-commencement meeting and agreed inspection points.</li> </ul>							
<b>A detailed Site Plan Must be Provided – See Example provided on reverse page.</b>							
<b>SIGNATURE (please read both front and back of application)</b>				<b>COUNCIL ASSESSMENT (Valid for 3 months from date below)</b>			
Applicant:				Council Officer:			
DATE: / / 20				DATE: / / 20			

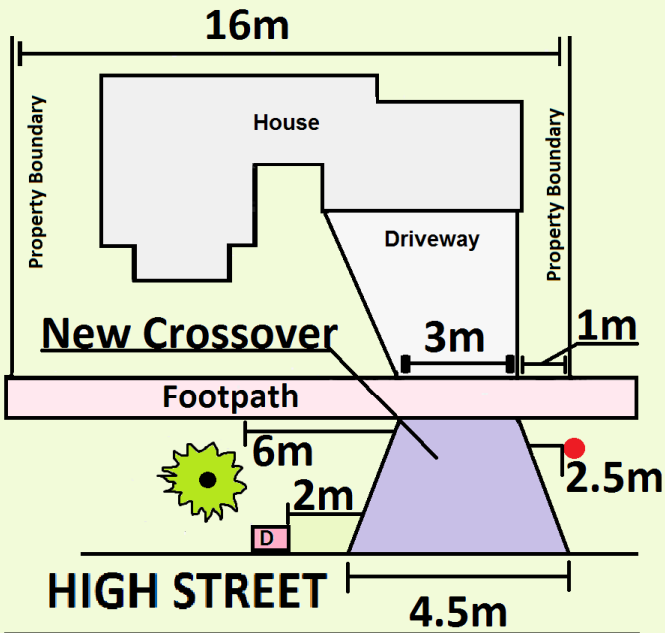
# Works Within the Road Reserve Application Plan Template

List of assets within 1 metres of work boundaries (Show location and distance to asset(s) on sketched site plan)

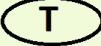





**A Site Plan Must be Provided – See Example provided.**

A copy of a site plan showing the proposed location of works, including all assets within the vicinity and dimensions of the works and to nearby assets. Assets include all trees, landscaping, road pavement, kerb & channel, footpaths, drains, service authority assets and private assets affected by the works.

## Example plan for a new crossover



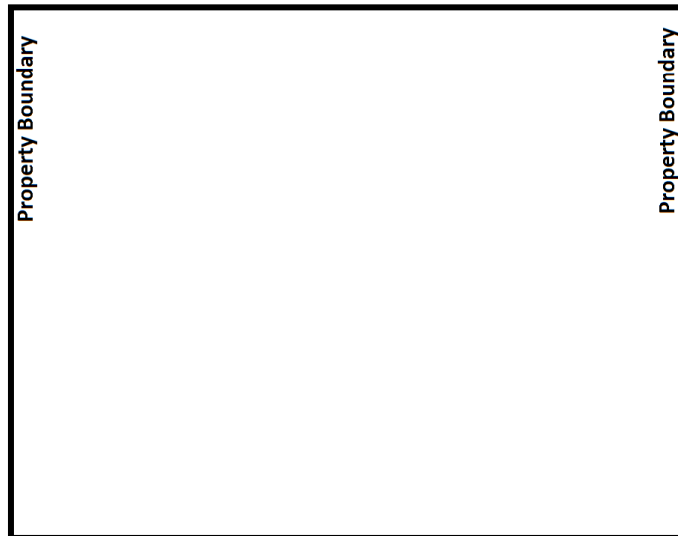
## LEGEND

-  TELECOMMUNICATION PIT
-  TREE
-  DRAINAGE PIT
-  SEWER PIT
-  POWER POLE
-  POWER PIT

Remember to include all dimensions of proposed works. Include:

- Property Boundary lengths and widths
- Proposed work area
- Distance to any nearby assets

## Plan of your proposed works



Nature Strip

Road / Street

## BEFORE YOU SUBMIT YOUR APPLICATION HAVE YOU PROVIDED?

1. A site plan drawn to scale with all dimensions of your proposed works.
2. Any assets that may be affected by the proposed works must be detailed on the plan.\*\*
3. Your contractors information including public liability information.
4. Payment of your application and EFT details.

Please be aware that failure to provide any of the above items will delay the processing of your application. This application is NOT approved until you receive a signed copy of this form and an approval letter from Council.