**APPLICATION FOR CONSENT TO OPEN A ROAD SURFACE OR WORK ON OR ABOVE A ROAD SURFACE**

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| **Applicant’s Details** |
| Date of Application |  | ABN NUMBER |  |
| Applicant Name / Company |  | Contact Person |  |
| Address |  | Telephone |  |
| Mobile  |  |
| Suburb |  | Postcode |  |
| Email |  |

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| **Invoicee details (if different from above)** |
| Invoicee Name / Company |  | ABN NUMBER |  |
| Contact Person |  |
| Address |  | Telephone |  |
| Mobile  |  |
| Suburb |  | Postcode |  |
| Email |  |
|  |
| **Details of Work** |
| Location Address |  |
| Description of Works |  |
| Planned Start Date |  | Estimated Completion Date |  |
| Sketch of location proposal attached: [ ]  Yes  |
| Location of Utility Assets – please indicate on plan or evidence of contact to Dial before you dig Australia. | [ ]  Yes [ ]  No |
| Other roads or assets affected |  |
| **Purpose** |  |
| [ ]  | Water Tapping | [ ]  | Fire Service | [ ]  | Stormwater Connection | [ ]  | Gas |
| [ ]  | Electrical | [ ]  | Other( please specify) |  |  |
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| **Indicate Road Surface to be Opened** | **Opening Size ( approx.)** |
| [ ]  Footpath | X |
| [ ]  Kerb and Channel | X |
| [ ]  Right-of-Way | X |
| [ ]  Roadway | X |
| [ ]  Naturestrip | X |
| [ ]  Paving slabs | X |
| [ ]  Other (specify) | X |

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| **Road Opening Contractor Details (if different from applicant)** |
| Company |  | Contact Person |  |
| Address |  | Telephone |  |
| Suburb & Postcode |  | Mobile |  |
| Email |  |
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| **Traffic Management** |
| All signage and traffic management is to be in accordance with AS1742.3-2019 and VicRoads Worksite Code of Practice |
|  |
| **Permanent Reinstatement (refer to Council’s requirements)** |
| [ ]  | Asphalt | [ ]  | Concrete | [ ]  | Naturestrip | [ ]  | Paving |
| [ ]  | Other (please provide details) |  |
| Provide the following details of the Company completing the Permanent Reinstatement |
| Programmed date to be completed |  |
| Company Name |  |
| Address |  |
| Suburb |  |
| Postcode |  | Phone |  |
| Contact Name |  |  |  |
| Email |  |
| **Permanent Reinstatement Representative Signature** |
|  | Date  |  |
|  |  |  |
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| **Consultation** |
| Are adjoining property owners/occupiers affected? | [ ]  Yes [ ]  No |
| If yes, please provide details: |  |
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| **Assets of Other Parties/Authorities Affected** |
| Are assets of other parties/authorities affected?  | [ ]  Yes [ ]  No |
| If yes, please provide details: |  |
|   |
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| **VicRoads Consent** |
| Is VicRoads approval/consent required? | [ ]  Yes [ ]  No |
| Note. If the proposed works involve an opening or traffic management within, on or over a declared main road surface then approval will have to be granted from VicRoads. If approval/consent is required attach a copy of the relevant VicRoads written approval or correspondence |

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| **Applicant’s Signature** |
|  | Date  |  |
|  |  |  |

**For your attention: Please note the attached General Requirements and Notes**

Privacy Statement – Road Management Act Consents

Personal information required on this form is for the purposes of complying with the Road Management Act 2004 It will be used solely by Council for this primary purpose or other directly related purposes. The personal information provided is for the purposes of issuing Consent under the Road Management Act 2004 and the person 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.

#### PLAN TO ACCOMPANY APPLICATION FOR CONSENT

Show:

* street (road, highway, carriageway, lane, footway, footpath, square, court, alley, right of way and any part of a road reserve)
* Indicate below (or attach full details) of the location of the proposed opening. Include full measurements
* Distance remaining for pedestrians and/or cars whilst works are in place. (Note: a minimum of 1.5m for pedestrians and 3m for cars must be maintained at all times)

 🡹 North

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**Road Opening Consents - General Requirements and Notes**

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| 1. No openings are to be left open overnight.
2. Area of works to be kept in a safe manner at all times, until permanent reinstatement takes place (refer to note 15).

EXCAVATION1. All road surfaces are to be bored under unless otherwise approved.
2. Where footpath and road pavements have to be opened:
* the road pavement is to be saw cut prior to excavation;
* removed soil is not to be used to refill excavation;
* the hole or trench must be backfilled with compacted ‘A’ grade 20mm fresh crushed rock to the surface level
1. Stormwater drains are to be laid in an open trench on a crushed rock base.
2. Openings in kerbs are to be saw cut neatly to size and suitably finished.

DEPTH OF PIPES1. All service pipes other than stormwater must be laid at a depth not less than 600mm below the finished surface of the roadway.

OTHER AUTHORITIES1. Before you dig Australia remember to check with CITIPOWER, TELSTRA, MELBOURNE WATER, GAS & FUEL ETC re: location of cables in your area. Refer also ‘ Before you Dig Australia’ service on phone 1100.

RESPONSIBILITY1. All works referred to on the consent shall be adequately protected and lighted for the protection of pedestrian and vehicle traffic. The person issued with the consent shall be responsible for any injury to the public, any damage to services of public authorities and private persons and any injury arising from such damage resulting from the execution of the work referred to on the consent.
 | TRAFFIC1. Full traffic management is to be provided to direct pedestrian and vehicular traffic to a safe route of passage.
2. The street shall at all times, unless otherwise arranged or approved by Council, be kept open for traffic and the channels kept clean and free from obstruction.
3. Openings in roadways MUST be carried out and protected as specified in AS1742.3 *traffic control devices for works on roads*.

OBSTRUCTIONS/SPOIL FROM WORKS1. Every stormwater channel and drainage pit adjacent to the area to which the consent relates shall be kept clear of obstruction at all times. No equipment/spoils are to be left in the work area that will cause danger to pedestrian , vehicle traffic or enter the drainage system.

COMPLETION/REINSTATEMENT OF WORKS1. “Cold mix” is to be applied as a temporary reinstatement until permanent reinstatement takes place, except for naturestrip openings.
2. All openings in naturestrips must be thoroughly consolidated and surfaced with 75mm depth of topsoil, and seeded or grassed.
3. On completion of works the applicant/contractor is to notify the Council by submitting a ‘Notification of Completion of Works’ form, provided to the applicant. The contractor is responsible for maintaining the site in a safe/clean manner until permanent reinstatement is complete.
4. Note: Any reinstatement of concrete footpaths and crossovers will be required from expansion joint to expansion joint.
5. The consent holder is responsible for all repair works to Council standards and Authorised Officer satisfaction.
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