

# Application Form Permanent Vehicle Crossing

Construction Management Support  
333 Bridge Road  
Richmond, VIC 3121



This notification / application is provided in accordance with -

1. Road Management Act 2004, Schedule 7
2. Road Management (Works and Infrastructure) Regulations 2005

Note: Do not apply for a Permanent Vehicle Crossing Permit until you have satisfied any Statutory Planning Obligations. Please contact Statutory Planning on Ph: 9205 5373 for more information.

## SECTION 1

### Applicant Details

Name

Organisation

ABN

Address  
  
  
 Postcode

Phone number  Mobile number

Email address

In what capacity are you carrying out works?

- Owner  Contractor   
Builder  Occupier   
Other

## SECTION 2

### Contractor Details

*"Any person or body that is responsible for the conducting of works in, on or under the road" Road Management Act (Vic) s 7*

Name

Organisation

ABN

Address (no PO Box)

Postcode

Phone number  Mobile number

Email address

I have read and understood the Works Manager Responsibilities (see DF4)

## SECTION 3

### Section 3.1 - Location of Works

Location / address  
  
  
 Postcode

### Section 3.2 - Proposed Date of Works

Start Date DD / MM / YYYY Start Time (24hr) \_\_\_\_\_

End Date DD / MM / YYYY End Time (24hr) \_\_\_\_\_

(Work times 07:00 -18:00 Weekdays 09:00 – 15:00 Saturdays)

Material to be excavated?

- Asphalt  Pavers   
Bluestone  Rubber Pathway   
Concrete  Soil

### Section 3.3 Location of Work

- Front of property   
Side of property   
Back of property

### Section 3.4 Parking

3.4.1 Are proposed works within metered / ticketing machine parking?

- No (Skip to Section 4)  
 Yes

3.4.2 How many paid parking bays will be occupied during works?

## SECTION 4

### Mandatory Requirements Checklist

(Must be supplied with application)

- 4.1 Certificate of Currency \$10M min.  
(Contractor carrying out works)
- 4.2 Traffic Management Plan (see DF1)
- 4.3 Fully scaled & dimensioned existing Site Plan (see DF2)
- 4.4 Fully scaled & dimensioned proposed site plan (see DF3)
- 4.5 Dial before you Dig Report (see DF5)
- 4.6 Current Certificate of Title for the property  
(must be clearly legible)
- 4.7 Endorsed Planning File Crossover Plan  
(only applicable where Planning Permit is Required)
- 4.8 1:20 Scaled & dimensioned cross-section of proposed crossover (see DF4)

## SECTION 5

### Other Requirements that may be applicable

(Must be submitted with application)

- 5.1 Do you require a full road closure?  
 No (Skip to 5.2)  
 Yes (Courtesy Letter Required - See IN1)
- 5.2 Do you require temporary removal of council assets?  
 No (Skip to 5.3)  
 Yes (Pre removal Plan required - See IN2)
- 5.3 Is the proposed Permanent Vehicle Crossing located within a Heritage Overlay area?  
 No (Skip to 5.4)  
 Yes (Answer 5.3a)  
 Unsure (See IN3)
- 5.3a Please provide Planning Permit Number below:  
 PLN:

- 5.4 Where applicable, have you acquired approval from the following External Agencies? (See DF6)

	YES	N/A
Vic Roads Approval	<input type="checkbox"/>	<input type="checkbox"/>
CitiPower – 'No Go Zone' approval	<input type="checkbox"/>	<input type="checkbox"/>
Yarra Trams – 'No Go Zone' and Line Clearance approval	<input type="checkbox"/>	<input type="checkbox"/>
Transdev Melbourne approval	<input type="checkbox"/>	<input type="checkbox"/>
Other public transport approvals	<input type="checkbox"/>	<input type="checkbox"/>
National Heavy Vehicle Regulator approval	<input type="checkbox"/>	<input type="checkbox"/>
Telsta - Pit approval	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 6

### Agreement

By submitting this form you are agreeing with the following conditions:

I declare that I am an authorised person to apply for the Permanent Vehicle Crossing and that all information in this application is true and correct. I agree to comply with all permit conditions, local laws and all relevant legislation. I declare that all details provided are accurate and the details listed in this application will be organised and managed as described unless advised otherwise by the City of Yarra and/or its authorities. I accept this application requires final council approval before a permit will be issued.

Name

(A signature is not required)

Date / /

Position / Authority

### Privacy Notification

The Yarra City Council is collecting the personal information requested on this form for the purpose of determining the provision of Permanent Vehicle Crossing within the Yarra City Council. The personal information will be used solely by the Yarra City Council for this primary purpose and the directly related secondary purpose of sending you any further information relating to this process. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and / or amendment of the information.

## INFORMATION

IN1	A courtesy letter is required letter for any full road closures and or approved detour routes as indicated on your traffic management plan. The letter must be approved by Council before distributing. There is a requirement for seven days notification to properties within 100m of the closure.
IN2	A pre-removal drawing or plan is required when council assets must be temporarily removed prior to works commencing. The pre removal drawing or plan must be fully dimensioned and show existing structure, set out points of reference and their location relevant to fixed points on site. Clear & detailed photographs of Council's asset must be provided.
IN3	Heritage Overlays are part of local council planning schemes. They help protect the heritage of a local area. If your property falls under a Heritage Overlay then a Planning Permit is required prior to any application for a Permanent Vehicle Crossing is made. For more information please contact Statutory Planning on Ph: 9205 5373.

## DEFINITIONS

DF1	Traffic Management Plan	A Traffic plan / map prepared by a qualified person, as required by the Road Management Act 2004 and Road Safety Act 1986. The plan must be site specific and include the details of how you propose to place, erect, dismantle and / or undertake the proposed works. All works are to be clearly delineated and signed in accordance with the relevant Acts, Regulations, Australian Standards, and Codes of Practice. Traffic Management Plans must display location of Yarra Trams stop locations where applicable. Traffic Management plans must also show how you intend to manage and protect pedestrians during works.		
DF2	Fully Scaled & Dimensioned <b>Existing</b> Site Plan	1:100 scaled site plan to include street names and North arrow: <ul style="list-style-type: none"> <li>To show footpath and roadway widths.</li> <li>Location of all street furniture, trees, fire hydrants, parking signs, parking meters, on street parking, public transport stops, and site access.</li> <li>Title Boundary Lines.</li> </ul>		
DF3	Fully Scaled & Dimensioned <b>Proposed</b> Site Plan	1:100 scaled site plan to include street names and North point; Drawing to show the extents of proposed works, footpath and roadway widths, extents of any occupations required, and the locations and sizes of all openings		
DF4	1:20 Scaled Cross-Section of Proposed Crossover	Yarra City Council provides standard drawing for all types of vehicle crossing. For more information of vehicle crossings and standard drawings, please visit our website: <a href="http://www.yarracity.vic.gov.au/building-and-construction/permits-and-consents-under-local-laws/vehicle-crossing/">www.yarracity.vic.gov.au/building-and-construction/permits-and-consents-under-local-laws/vehicle-crossing/</a>		
DF5	Dial Before you Dig Report	Council requires that a Dial Before You Dig report is supplied with any application for Road Opening / Consent to council. <b>www.1100.com.au Ph: 1100</b>		
DF6	External Agencies	You may be required to seek approval / consent from a number of different external agencies prior to you works commencing. It is the sole responsibility of the contractor and or applicant carrying out works to seek approval / consent from an external agencies. A number of external agency contact details are listed below.		
		Vic Roads	MOA (Memorandum of Authorisation). Required for use of traffic control devices on VicRoads owned roads	<b>13 11 70</b>
		CitiPower	'No Go Zone' approval for any works within a 'No Go Zone' defined area	<b>1300 301 101</b>
		Yarra Trams	'No Go Zone' and / or 'Line Clearance' approval	<b>9610 3305</b>
		Transdev Melbourne	Bus routes and bus stops	<b>9610 2350</b>
		Metro Trains	Approval required for any works that may be within close proximity to Metro assets or may have an impact on Metro operations	<b>9428 2100</b>