

# Application Form Road Opening Consent (non-Utility)

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

## SECTION 1

### Applicant Details

Name

Organisation

ABN

Address

  
  
  

Postcode

Phone Number

Mobile Number

Email Address

In what capacity are you carrying out works?

Owner   
Builder   
Other

Contractor   
Occupier

## SECTION 2

### Works Manager 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 numbers to be provided)

  
  
  

Postcode

Phone number

Mobile number

Email address

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

## SECTION 3

**Permit Charge + multiple Inspection Charge + reinstatement charge (if applicable)**

### Section 3.1 - Details / Location of Works

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)

### Section 3.3 Excavation Type

Type		Dimension (m)
Roadway	<input type="checkbox"/> length	<input type="text"/> x <input type="text"/> width
Footpath	<input type="checkbox"/> length	<input type="text"/> x <input type="text"/> width
Driveway	<input type="checkbox"/> length	<input type="text"/> x <input type="text"/> width
Kerb and Channel	<input type="checkbox"/> length	<input type="text"/> x <input type="text"/> width
Nature Strip	<input type="checkbox"/> length	<input type="text"/> x <input type="text"/> width

Material to be excavated?

Asphalt  Pavers   
Bluestone  Rubber Paving   
Concrete  Soil

### Section 3.4 Location of work

Front of property   
Side of property   
Back of property



6.4 Do you intend on making a stormwater connection (piped / un-piped) to the Council drain or kerb and channel?

- No (Skip to 6.5)  
 Yes (You will require a 133 - **see IN4**)

6.5 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 / or 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"/>

## SECTION 7

### Agreement

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

I declare that I am an authorised person to apply for the Road Opening Permit 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 City of Yarra is collecting the personal information requested on this form for the purpose of determining the provision of Road/ Footpath opening within the City of Yarra. The personal information will be used solely by the City of Yarra 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.

**Please submit this application with all attachments via one of the following pathways:**

- 1 Online Email all attachments to [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au)
- 2 In-person Richmond Town hall  
333 Bridge Road, Richmond
- 3 By post PO Box 168, Richmond  
VIC 3121

**INFORMATION**

IN1	A courtesy letter is required letter for any full road closures (includes laneways and right of ways) 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	<p>An Application for a ground water monitoring well must include the following additional information: (this information should be submitted together with the completed application form):</p> <ul style="list-style-type: none"> <li>• Purpose of Well</li> <li>• Details of Responsible Owner</li> <li>• Site plan with exact locations of well or wells</li> <li>• Life of well</li> <li>• Sampling Frequency</li> <li>• Details of Well construction and maintenance including cleaning and management</li> <li>• Written Confirmation from property Owner. Must include; <ul style="list-style-type: none"> <li>* <i>That (the property owner(s)) indemnify Council, its servants and agents for the life of the well against injury and or property damage or losses directly related to the existence of the well, and;</i></li> <li>* <i>That (the property owner(s)) indemnify Council, its servants and agents for any accidental damage to the well due to roadwork's and against any additional costs which may be incurred by Council whilst performing road works where the additional costs are directly related to the existence of the wells;</i></li> </ul> </li> </ul> <p>(Council will require a certificate of currency as proof of the above noting the endorsements. We will however accept the property owner(s) sign off on the additional indemnity provisions should your insurer refuse to consent.)</p> <p><b>A Deed of Indemnity will be prepared by council's legal representative at a cost of \$944 plus GST. An invoice will be issued to you detailing all costs and must be paid prior to the consent being issued.</b></p>
IN4	Regulation 133 – Storm Water Drainage/ Legal Point of Discharge is required where stormwater from a property is lawfully discharged to councils assets, e.g. underground pipe or street channel. This information will be given in writing on request and on payment of a fee. <a href="http://www.yarracity.vic.gov.au/Parking-roads-and-transport/Roads-footpaths/Stormwater-drains/">www.yarracity.vic.gov.au/Parking-roads-and-transport/Roads-footpaths/Stormwater-drains/</a>

## 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.		
DF2	Fully Dimensioned Site Plan	<p>Scaled site plan to include Street names and North arrow:</p> <p>Extent of proposed works, footpath and roadway widths, extents of any occupations required, and the locations and sizes of all openings;</p> <ul style="list-style-type: none"> <li>• Location of all support vehicles, plant and equipment associated with works.</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>• Location of proposed works.</li> </ul>		
DF3	Dial Before you Dig Report	Council requires that a Dial Before You Dig report is supplied with any application for RoadOpening / Consent to council. <b>www.1100.com.au Ph: 1100</b>		
DF4	Works Manager	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Without limiting the generality of sub-clause (2), authorised uses must be managed so as to – <ol style="list-style-type: none"> <li>a. minimise any damage to roads and road infrastructure;</li> <li>b. ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable;</li> <li>c. minimise any disruption to road users;</li> <li>d. minimise any risk to the safety and property of road users and the public generally;</li> <li>e. facilitate the design and installation of infrastructure which minimises any risk to the safety of road users;</li> <li>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;</li> <li>g. protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve.</li> </ol> </li> </ol> <p><i>(Road Management Act - Schedule 7, Sec 14)</i></p>		
DF5	Permanent Reinstatement	<p>Permanent reinstatements may be carried out by:</p> <ol style="list-style-type: none"> <li><b>1. The City of Yarra – 5 sq.m asphalt only</b> <i>(Council will reinstate up to 5 sq.m asphalt (road / footpath) only, for all other reinstatements you will be required to arrange a private contractor. Council will not reinstate concrete).</i></li> <li><b>2. Private Contractor / Company</b></li> </ol>		
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	13 11 70
		CitiPower	'No Go Zone' approval for any works within a 'No Go Zone' defined area	1300 301 101
		Yarra Trams	'No Go Zone' and / or 'Line Clearance' approval	9610 3305
		Transdev Melbourne	Bus Routes and Bus Stops	9610 2350
		Metro Trains	Approval required for any works that may be within close proximity to Metro assets or may have an impact on Metro operations	9428 2100