

# Application Form

## Utility Consent within Road Reserve

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 *(Person applying for permit)*

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

#### 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

  
  
  
 Postcode

Phone Number

Mobile Number

Email Address

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

### SECTION 3 - LOCATION AND DETAIL OF WORKS

#### Section 3.1 Location

Street No. / Road Name

Suburb

Nearest intersection

*(include any other roads that may be impacted by works)*

  
  

Melways Reference

Edition No.

Grid Ref:

Map No.

#### Section 3.2 Detailed location of Utility Asset (see DF2)

*Please provide suitable location maps with Asset Locations included*





6.1.2 Owner

Has owner been consulted?  Yes  No

Asset type

Effect on asset

Minimisation plan

6.1.3 Owner

Has owner been consulted?  Yes  No

Asset type

Effect on asset

Minimisation plan

### 6.2 Community Consultation

6.2.1 Will Community stakeholders be impacted by works?  Yes  No  
*(including but not limited to businesses, residents, hospitals and schools. If Yes, continue to Sect 6.2.2)*

6.2.2 Will access and egress be impacted by Works?  Yes  No  
*(If Yes, please list details of how you intend to reduce impact)*

  
  
  


6.2.3 Please provide evidence of stakeholder notification  
*(include dates of letter drops, maps with locations of impacted stakeholders)*

  
  
  


### 6.3 Adjoining Property Owners

6.3.1 Will adjoining property owners / occupiers be impacted by works?  Yes  No  
*(If Yes, continue to Sect 6.3.2)*

6.3.2 Will access and egress be impacted by Works?  Yes  No  
*(If Yes, please list details of how you intend to reduce impact)*

  
  
  


## SECTION 7

### Mandatory Requirements Checklist

*Must be supplied with application*

- 7.1 Certificate of Currency \$10M min.   
*(Contractor carrying out works)*
- 7.2 Traffic Management Plan (**see DF1**)
- 7.3 Fully Dimensioned Site Plan (**see DF2**)
- 7.4 Dial before you Dig Report (**see DF3**)

## SECTION 8

### Other requirements that may be applicable

*(Must be acquired by applicant prior to application being submitted)*

- 8.1 Do you require a full road closure?  
 Yes *(Courtesy Letter Required - See DF1)*  
 No *(Skip to 8.2)*
- 8.2 Do you require temporary removal of council assets?  
 Yes *(Pre removal Plan Required - See DF2)*  
 No *(Skip to 8.3)*

8.3 Where applicable, have you acquired approval from the following external agencies? **See DF7**

	Yes	n/a
Vic Roads Approval (MOA)	<input type="checkbox"/>	<input type="checkbox"/>
CitiPower – ‘No Go Zone’ approval	<input type="checkbox"/>	<input type="checkbox"/>
Yarra Trams – ‘No Go Zone’ approval	<input type="checkbox"/>	<input type="checkbox"/>
Yarra Trams – ‘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 9

### Agreement

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

I declare that I am an authorised person to apply for this consent and that all information in this application is true and correct. I agree to comply with all consent 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 Yarra City Council and/or its authorities. I accept this application requires final council approval before consent will be given.

Name:

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Position:

Date: / /

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### Privacy Notification

The Yarra City Council is collecting the personal information requested on this form for the purpose of determining the provision of issuing consent 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.

### 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	Scaled site plan to include street names and north arrow. Extent of proposed works, footpath and roadway widths, extents of any occupations required, and the locations and sizes of all openings. <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 Road Opening / 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	Permanent reinstatements may be carried out by: <ol style="list-style-type: none"> <li><b>1. The City of Yarra – 5 sq. m asphalt only</b> (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).</li> <li><b>2. Private Contractor / Company</b></li> </ol>															
DF6	Major Traffic Control Devices	<i>Examples of Major traffic control devices include speed limit signs, traffic signals (including portable traffic signals, etc.) Please refer to Road Safety Regulations 1999 and Code of Practice for Worksite Safety - Traffic Management)</i>															
DF7	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. <table border="1" data-bbox="367 1736 1527 2051"> <tr> <td>Vic Roads</td> <td>MOA (Memorandum of Authorisation). Required for use of traffic control devices on VicRoads owned roads</td> <td>13 11 70</td> </tr> <tr> <td>CitiPower</td> <td>'No Go Zone' approval for any works within a 'No Go Zone' defined area</td> <td>1300 301 101</td> </tr> <tr> <td>Yarra Trams</td> <td>'No Go Zone' and / or 'Line Clearance' approval</td> <td>9610 2350</td> </tr> <tr> <td>Transdev Melbourne</td> <td>Bus Routes and Bus Stops</td> <td>9610 2350</td> </tr> <tr> <td>Metro Trains</td> <td>Approval required for any works that may be within close proximity to Metro assets or may have an impact on Metro operations</td> <td>9428 2100</td> </tr> </table>	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 2350	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
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