

Works Within a Road Reserve Permit Application 2025/2026



Mansfield Shire

This application is provided in accordance with:

1. Road Management Act 2004, Schedule 7
2. Road Management (Works and Infrastructure) Regulations 2015

APPLICANT DETAILS

Contact: Surname: _____ First Name: _____
 Address: _____
 Town/District: _____ Postcode: _____
 Phone: _____ Facsimile: _____ Mobile: _____
 Email: _____

DETAILS OF WORKS

Type of Works (tick box):
☐ Service Connection ☐ Drainage Connection ☐ Vehicle Crossing ☐ Other Works (specify)

Address of works: _____

Description of works:
 (include list of assets affected by the works) _____

Proposed Start Date: _____ Proposed Completion Date: _____

Important: Removal of vegetation within a road reserve is not permitted without written Council approval.

1. Fill out all relevant sections of permit and bring completed form to Council offices or email to council@mansfield.vic.gov.au.
2. Council may require a site inspection prior to the issue of permit (also prior to concrete pour for vehicle crossings). You will be advised when the form is presented.
3. An Application Fee (refer to table on next page) and refundable Security Deposit (if required) are payable at time of acceptance of application. Note that a Security Deposit is not required if works are a condition of a planning permit (provide Planning permit number below).
4. A site plan is required for all works. The site plan should include the location of the proposed works with measurements and all assets including kerb & channel, footpath, trees, drains and service authority assets.
5. **Please allow up to five (5) business days for permit to be issued.**
6. **Notification and final inspection is required for ALL works upon completion for return of Security Deposit or deposit may be forfeited.**

Are works a requirement of a planning permit? ☐ YES ☐ NO If yes, permit number _____

CONTRACTOR DETAILS (the person or body who will be responsible for conducting the works)

Contractor or company name: _____ Contractor/ Company ABN: _____
 Contact name: _____
 Contractor's address: _____
 Contractor's Phone: _____ Contractor's Mobile: _____
 Name of Insurance Company: _____
 Amount of Public Liability Cover: (minimum \$10 million) _____

Please provide a copy of the contractor's Certificate of Currency for Public Liability Insurance

APPLICATION FEES AND CHARGES:

Road Classification	Works other than minor works		Minor works	
	Conducted on any part of the roadway, shoulder or pathway.	Not conducted on any part of the roadway, shoulder or pathway	Conducted on any part of the roadway, shoulder or pathway.	Not conducted on any part of the roadway, shoulder or pathway
Arterial Road	N/A	N/A	N/A	N/A
Municipal road or non-arterial state road where the speed limit at any time exceeds 50kph.	\$724.51 (43.1 units)	\$395.03 (23.5 units)	\$156.33 (9.3 units)	\$100.86 (6 units)
Municipal road or non-arterial state road where maximum speed limit at any time is 50kph.	\$395.03 (23.5 units)	\$100.86 (6 units)	\$156.33 (9.3 units)	\$100.86 (6 units)

As at 1 July 2025, 1 fee unit = **\$16.81** (State Government Fee units are reviewed annually on 1 July).

Note: State Arterial Road permits are obtained from VicRoads / Department of Transport

Examples of fees:

Construction of any vehicle crossing – MINOR WORKS	\$156.33
Water Tapping and Drainage Connections – MINOR WORKS	\$100.86

Examples of Security Deposit: (Security Deposit will be refunded on satisfactory completion of works and reinstatement of site)

Vehicle Crossing	\$500.00
Water Tapping and Drainage Connections	\$250.00
Other Works – Will be determined at time of application.	

CONTRACTOR RESPONSIBILITIES

Principles applying to Infrastructure Managers and Engineering and Works Managers:

1. An Infrastructure Manager or Engineering and Works Manager must have regard to the principles specified in this clause in the provision of non-road infrastructure on roads.
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 impact on the primary purpose.
3. Without limiting the generality of sub-clause (2), authorised users must be managed so as to –
 - a. minimise any damage to roads and road infrastructure;
 - b. ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable;
 - c. minimise any disruption to road users;
 - d. minimise any risk to the safety and property of road users and the public generally;
 - e. facilitate the design and installation of infrastructure which minimises any risk to the safety of road users;
 - 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;
 - g. protect and preserve existing roadside vegetation including native grasses and sites of biological significance within the road reserve.

(Road Management Act Schedule 7, Section 14)

Notification and final inspection is required for ALL works upon completion for return of Security Deposit.

For inspections and enquiries, please contact Council's Engineering Department on (03) 5775 8555 or e-mail council@mansfield.vic.gov.au. **(24 hours' notice is required for all inspections)**

I/We agree to abide by the "Standard Conditions of Consent", as provided on page 5, and meet the actual cost of the works covered in this permit.

Name of Applicant: _____

Signature of Applicant: _____ **Date:** _____

Payment Methods: (please tick one)

- ☐ Cheque (made payable to Mansfield Shire Council)
- ☐ Credit Card (please call Mansfield Shire Council on 03 5775 8555 to process over the phone)

Refund Methods for Security Deposit:

- ☐ EFT only (please complete the attached [Electronic Funds Transfer Facility Form](#) on Page 4)

(Security Deposit will only be refunded on notification of completion and satisfactory completion of works and reinstatement of site)

Office Use Only – Engineering Department
☐ Permit Issued

Permit Number: _____

Permit Expiry _____

Conditions/Comments:

Standard Drawing Packs Included:

- ☐ Standard Vehicle Crossing Drawing Pack (Rural) 30 June 2021
- ☐ Standard Vehicle Crossing Drawing Pack (Urban) 30 June 2021
- ☐ Standard Footpath Drawing Pack 30 June 2021
- ☐ Standard Stormwater Drainage Connection Drawing Pack 30 June 2021
- ☐ Other _____

Signature of Authorising Council Officer: _____

Date: _____

On Approval, the Authorising Council Officer is to notify the Applicant and forward permit to a Council Customer Service Officer.

Office Use Only – Engineering Department / Customer Service

Permit Fee: \$

(nonrefundable – receipt to 250103.79)

Security Deposit: \$

(refundable – receipt to 901210)

Total amount payable: \$

Payment Receipt No.: _____

Date: _____

On Payment, the Council Customer Service Officer is to forward a copy of the completed permit to Council Records for notification to the Engineering Department.

ELECTRONIC FUNDS TRANSFER FACILITY FORM

Mansfield Shire Council's preferred payment method is via Electronic Funds Transfer (EFT).

Please note that cheques or cash refunds will no longer be issued.

Payment is made directly into your bank account and eliminates all of the risks associated with payment by cheque, as well as the funds being immediately available. A remittance advice will be forwarded to you when payment is made. If you wish to take advantage of the EFT payment facility for refund of your security deposit, please complete **all** the details below.

Creditor Details

Business/Creditor Name:
Postal Address:

Contact Name:
Phone Number:
Fax Number:
E-mail:

Bank Details

Name of Bank:
Branch Location:
Account Name:
BSB Number (6 Digits):
Account Number (up to 9 Digits):
Lodgement Reference (Optional):

Please complete and return this form along with your completed permit application

Site Plan / Sketch

STANDARD CONDITIONS OF CONSENT

GENERAL CONDITIONS

1. Work shall not be commenced until a written permit is issued and appropriate fees paid and shall be carried out in compliance with all Acts, Local Laws and Regulations and these conditions.
2. Notwithstanding any condition contained herein, the holder of this permit shall indemnify the Council and keep it indemnified against all claims for costs, damages or expenses made against it by any party in connection with any matter arising directly or indirectly from any act or omission of the applicant or any of its agents, contractors or employees. **The minimum amount of public liability insurance in respect to this condition shall be not less than \$10,000,000.**
3. The holder of this permit shall notify and ascertain from all relevant services authorities the location of any services which may be affected by the proposed works which are the subject of this permit.
4. The holder of the permit, agent, contractor or employee is responsible for the site until the reinstatement works have been satisfactorily completed in accordance with the permit conditions. The whole of the work shall be carried out under Council's supervision where required by the Infrastructure Manager, during the hours 7.30 a.m. to 4.30 p.m., Trenches shall not be left open at night without permission from the Infrastructure Manager and traffic shall not be unduly obstructed.
5. The permit holder shall be solely responsible for the safety of traffic, pedestrians and other road users and shall provide and erect barriers as necessary to ensure safety in accordance with Road Management Act 2004 (Code of Practice for Worksite Safety – Traffic Management) (CoP) to incorporate the Austroads Guide to Temporary Traffic Management (AGTTM) and AS1742.3-2019 Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads. If required, a Traffic Guidance Scheme (TGS), including provisions for pedestrian movements must be submitted with application. If barriers are necessary between the hours of sunset and sunrise, at least two (2) red lights shall be provided for each opening and long trenches shall have an additional red light for each 10 metres of trench.
6. All pre-existing pedestrian movements through the worksite are to be maintained at all times, unless otherwise approved by the Superintendent. The Contractor shall ensure that the Works do not compromise pedestrian movements in terms of safety or inconvenience. The Contractor shall provide and maintain temporary pathways as necessary to achieve these requirements. Pedestrian movements adjacent to the Works shall be physically separated from the worksite at all times throughout the Contract by para-webbing, or to the requirements of WorkSafe, whichever is the more stringent requirement.
7. Where emergency works are required to be attended to after hours, which would otherwise require the issuing of a Works Within a Road Reserve Permit, the contractor responsible shall make application for such permit and pay the required fees on the next day on which the municipal offices are open.
8. The Mansfield Shire Council may undertake rectification works should the conditions on this permit not be complied with, and that the applicant agrees to pay any charges which may arise from this work. It is agreed that the Infrastructure Manager or his representative shall be the sole arbiter as to the satisfactory compliance with the Works Within a Road Reserve Permit conditions.
9. No vegetation is to be removed unless with the permission of the Infrastructure Manager.
10. The area for which the permit relates shall be cleared of all surplus material and left in a neat and tidy condition.
11. Work shall be completed within 14 days from the date of commencement unless the permit states otherwise or is extended by Council or its proper officer.
12. **The applicant is to advise Council immediately upon completion of the works so that final inspection or re-instatement works may proceed.**
13. All installations in rural areas must be marked with marker posts.

EXCAVATION / LAYING / BACKFILLING / REINSTATEMENT

General

14. No excavation shall be made across any pavement for its full width at any time. One half of the pavement shall be kept available for traffic at all times (UNLESS OTHER ARRANGEMENTS ARE MADE WITH AND APPROVED BY THE INFRASTRUCTURE MANAGER).
15. No part of any new pipe, conduit or service installation shall be within 300mm of the base of the existing pavement and shall be a minimum of 450mm below any surface level. The installation shall be laid to an even grade and depth below natural surface as determined by the municipality. Any connections of drainage pipes with existing concrete kerbs are to be made good by the contractor to the standard approved by the municipality. (Infrastructure Design Manual (IDM) Standard drawings attached).

16. Sealed & Unsealed Roads - Any excavation within the road formation (including traffic lanes and shoulders) shall be reinstated as follows. The trench shall be backfilled to the surface by placing fine crushed rock class 2 in layers of not more than 150mm depth. It shall be compacted with appropriate mechanical equipment with the application as necessary of water to achieve optimum compaction. (Clay excavated from the trench shall not be used and must be removed from the site).
17. Bitumen /Spray Seal - Reinstatement of the upper 50mm of trench is required using a compacted asphalt with a size 5 emulsion seal applied over the surface.
18. All reinstatement works are to be undertaken by the applicant and subsidence within 6 months will be the responsibility of the applicant to rectify.
19. All disturbed areas shall be reinstated to the satisfaction of the Infrastructure Manager or his representative.
20. Nature strip - Any excavation within the nature strip shall be backfilled as follows. Prior to excavation, topsoil is to be excavated and set aside for top dressing after back fill. Back fill to the surface with selected fill which may include excavated material provided clumps are less than 100mm in any dimension and do not contain rock and are placed in not more than 150 mm layers and compacted as per no. 14 above. The trench shall be top dressed with appropriate topsoil. No soil is to be left on the nature strip and any screenings or other materials must be gathered up and removed.
21. Kerb & Channel and Footpath - Excavations involving kerb and channel and footpath shall be reinstated as follows. Appropriate reinstatement shall be undertaken as listed above with the addition that the entire footpath bays or sections of kerb and channel shall be replaced wherever opened between existing construction joints.
22. Excavation within 600 mm of any concrete structures shall be backfilled in accordance with backfilling of sealed and unsealed roads (above) except for the top 150mm which is to be finished to match the existing surface.
23. Road construction materials are to be stockpiled in private property. If this is not possible an existing disturbed area on the roadside can be used but only with Council approval. The material must be removed immediately after conclusion of works and the roadside reinstated.
24. All efforts must be made to prevent the spread of noxious and environmental weeds with emphasis on machinery hygiene practices.
25. All urban crossovers are to comply with IDM standard drawings SD120 layback for B2 or B3 kerbing, SD235, SD236, SD240, SD245, SD250 or Mansfield Shire Council drawing Swale Crossing Fringe / Rural SD260M. All rural crossovers are to comply with IDM Standard drawing SD265 Semi / B Double Vehicle, or Mansfield Shire Council SD255M. All footpaths are to comply with IDM Standard drawings SD205 or SD210, please discuss with Council prior to commencement of works for correct the standard drawing, and if any inspections are required before, during and after works are completed.