



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*):

<input type="checkbox"/> Service Connection	<input type="checkbox"/> Drainage Connection	<input type="checkbox"/> Vehicle Crossing	<input type="checkbox"/> Other Works (specify)
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Address of works: _____

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

Proposed Start Date: _____ Proposed Completion Date: _____

NOTES (Please read):

[Important: Removal of vegetation within a road reserve is not permitted without written Council approval.](#)

- 1. No application fees are payable - this will be reviewed at the end of the 2020/2021 financial year.**
2. Fill out all relevant sections of permit and bring completed form to Council offices or email to council@mansfield.vic.gov.au.
3. 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.
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.**

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:

Note: State road permits are obtained from VicRoads

No fees applicable as of midnight on 4 August 2020 until reviewed at the end of the 2020/2021 financial year.

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 of works.

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:** _____

Office Use Only – Engineering Department		<input type="checkbox"/> Permit Issued
Permit Number: _____	Permit Expiry _____	
Conditions/Comments:		
<p>Standard Drawing Packs Included:</p> <p><input type="checkbox"/> Standard Vehicle Crossing Drawing Pack (Rural)</p> <p><input type="checkbox"/> Standard Vehicle Crossing Drawing Pack (Urban)</p> <p><input type="checkbox"/> Standard Footpath Drawing Pack</p> <p><input type="checkbox"/> Standard Stormwater Drainage Connection Drawing Pack</p> <p><input type="checkbox"/> Other: _____</p>		
Signature of Authorising Council Officer: _____		Date: _____
<i>On Approval, the Authorising Council Officer is to notify the Applicant and forward permit to a Council Customer Service Officer.</i>		

Site Plan

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 emission 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 AS1742.3-1985 Traffic Control Devices for Works on Roads. If required, a Traffic Management Plan (TMP), including provisions for pedestrian movements must be submitted and approved by Council prior to any works commencing. 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, top soil is to be excavated and set aside for top dressing after back fill. Back fill to the surface with select 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 Council's standard drawings SD120, SD240, SD245 or SD250. All rural crossovers are to comply with Council's Standard drawings SD255, SD260 or SD465. All footpaths are to comply with Council's Standard drawings SD205 or SD210, refer to Works Manager for clarification and require a before, during and after works inspection.