

## Works Within Road Reserve Application 2023/2024

To: Technical Officer – Asset Services

This application is provided in accordance with: 1. Road Management Act 2004, Schedule 7 & 2. Road Management (works & infrastructure) regulations 2005

### Property Details

Address:	
Suburb:	Postcode:
Description where works will be carried out:	

### Applicant Details

Applicant Name:	
Postal Address:	
Suburb:	Postcode:
Email Address:	Mobile:

### Type of Application

Notification of Proposed Works (Utilities Providers) <input type="checkbox"/>	Application for Consent (Contractors) <input type="checkbox"/>
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### Details of Construction Works

Service Connection <input type="checkbox"/>	Drainage Construction <input type="checkbox"/>	Vehicle Crossing <input type="checkbox"/>	Other <input type="checkbox"/> _____
Proposed Work Start Date:		Proposed Work Finish Date:	
Description of Works that will be carried out:			

### Traffic Impact

Will works require a traffic management plan? (If yes, attach plan). Yes <input type="checkbox"/> No <input type="checkbox"/>
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### Public Liability Insurance

Indemnity: Public Liability insurance to minimum \$10 million. Copy to be attached	
Policy Number:	Policy Holder:
Insurer:	Expiry Date:

### Declaration

Applications must be signed, dated, and clearly state the property address. I / We hereby apply for location of Legal Point of discharge:

Signature:	Date:
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### Payment Details

<p>Cost for this service: \$95.40</p> <p>Please select one of the following payment methods by ticking the appropriate box:</p> <p><input type="checkbox"/> In Person</p> <p><input type="checkbox"/> Cheque/ Money Order Enclosed</p> <p><input type="checkbox"/> Call For Payment</p>
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### Privacy Statement

Personal information collected on this form shall be used by Council's Asset Services as well as Development and Regulatory Services to accurately record your details for the provision of Legal Point of Discharge. Council may disclose your information to other internal departments to assist with provision of this or directly related services. Your details will not be disclosed to any external party without your consent, unless required to do so by law. If you do not provide us with all required information Council may not be able to provide the specific location required for Legal Point of Discharge. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information, please contact Golden Plains Shire's Privacy Officer on (03) 5220 7111 or [enquiries@gplains.vic.gov.au](mailto:enquiries@gplains.vic.gov.au). Council will comply with its Privacy Policy and Information Privacy Principles in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage, and disclosure of information. If you have any queries regarding this Privacy Statement, please contact the Privacy Officer in writing to [enquiries@gplains.vic.gov.au](mailto:enquiries@gplains.vic.gov.au) or PO Box 111, Bannockburn 3331.

## Site Plan

Show the location of crossings, property boundaries, intersections, street trees, signs, kerb and channel, footpaths, width of crossing etc. (attach separate plan if required). **Please do not use pencil.**

## Notes

### Public Liability Insurance

The Golden Plains Shire requires the Works Manager to have Public Liability Insurance with a minimum coverage of \$10 million. A Certificate of Currency is to be provided with your application. Your Public Liability Insurance should cover you to conduct works within the road reserve. The road reserve includes any roadway, footpath, nature strip, or roadside area.

### Traffic Management

In accordance with the Road Management Act 2004 and Road Safety Act 1986 you may be required to have in effect a Traffic Management Plan (TMP) to address any traffic management (including vehicles and pedestrians) requirements that may be necessary to carry out the works.

If you are required to submit a TMP, it must be prepared by a suitably trained and qualified person. The plan must include the details of how you propose to undertake the proposed works. The TMP shall require the installation of Traffic Signs and Devices which are required for the safe guidance of all traffic, road users, and pedestrians. The Applicant will also be requested to comply with the Occupational Health and Safety Act 2004, Australian Standard 1742.3 and all other relevant Acts, Regulations, Australian Standards, and Codes of Practice. Safe pedestrian access shall be always maintained, including provision of physical barriers to hazards, provision of safe temporary access, signage, and lighting in accordance with Australian Standard 1742.3. A copy of the Traffic Management Plan is to be submitted to Council within seven (7) working days prior to any works commencing.

### Works Manager

Any person or body that is responsible for the conducting of works in, on or under the road. (Road Management Act 2004 – Schedule 7, Clause 14)

### Works Manager Responsibilities (Road Management Act 2004 - Schedule 7, Sec 14)

Principles applying to infrastructure managers and works managers:

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.
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.
3. Without limiting the generality of sub-clause (2), authorised uses must be managed 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 significant roadside vegetation and sites of biological significance within the road reserve.