

# Works within a Road Reserve Application

2022 -23

## APPLICANT DETAILS

COMPANY NAME \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

PHONE (BH) \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

## CONTRACTOR DETAILS

CONTRACTOR NAME \_\_\_\_\_ ABN \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

PHONE (BH) \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

PLI CERTIFICATE OF CURRENCY SUPPLIED Yes ☐ No ☐ (refer to Important Information below)

## DETAILS OF WORKS TO BE CARRIED OUT

PROPERTY ADDRESS \_\_\_\_\_

\_\_\_\_\_

NATURE OF WORKS ☐ Stormwater connection ☐ Water connection  
☐ New vehicle crossing ☐ Extension/replacement of existing crossing  
☐ Other \_\_\_\_\_

SURFACES TO BE OPENED	TYPE	MATERIAL	ESTIMATED SIZE
<input type="checkbox"/> Road carriageway	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel	_____ m <sup>2</sup>	
<input type="checkbox"/> Laneway	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel	_____ m <sup>2</sup>	
<input type="checkbox"/> Footpath	<input type="checkbox"/> Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel	_____ m <sup>2</sup>	
<input type="checkbox"/> Kerb and channel		_____ m <sup>2</sup>	
<input type="checkbox"/> Nature strip		_____ m <sup>2</sup>	
<input type="checkbox"/> Other _____		_____ m <sup>2</sup>	

PROPOSED  
DATES Start \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Finish \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

PLAN OF PROPOSED WORKS ATTACHED Yes ☐ No ☐ (refer to Important Information below)

### Information Privacy

The personal information requested on this form is being collected by Council for the purpose of issuing a permit for works within a road reserve. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.

## FEES

- The application fee is variable depending on road classification and type of works. Fees range from a minimum of \$142.20 to a maximum of \$659.00
- A security deposit (refundable) is payable: Vehicle crossing \$1000, water and drainage connection \$300, tree planting \$150/tree, road opening variable depending on type of works. Please supply bank account details for security deposit refund by electronic transfer.

Account Name

BSB

Account number

## IMPORTANT INFORMATION

- As the applicant it is your responsibility to ensure that all information provided in this application is true and correct.
- You (the applicant) must ensure the owner of the property is fully informed of the works detailed in this application and the terms and conditions of the permit.
- A planning permit will be required on vehicle crossings within a heritage area or on an arterial road.
- A copy of the contractor's Public Liability Insurance Certificate of Currency must be provided with this application.
- A plan detailing the proposed works needs to be submitted with this application.
- A permit issued by the Council is only valid if all the conditions specified are met by the permit holder.

## DECLARATION

I, \_\_\_\_\_ (name) undertake that the exercise of the permit shall be carried out in strict conformity with the Provisions of Council's *Local Law 2017*, the *Local Government Act 2020*, the *Summary Offences Act*, *Road Management Act 2004*, *Road Safety Act 2006* and *Occupational Health and Safety Act 2004*. I certify that:

- I will comply with the general and specific conditions of the permit sought by me;
- a *Traffic Management Plan* will be prepared, as required by the *Road Management Act 2004* and the *Road Safety Act 2006*; and
- appropriately trained and qualified persons will carry out the works and manage the non-road activities and direct traffic.

Signature

Date

## HOW WOULD YOU LIKE TO RECEIVE YOUR PERMIT

WILL COLLECT ☐

MAILED ☐

EMAILED ☐

## PAYMENT OPTIONS

### CONTACT US

Phone 03 5760 2600 to make an EFTPOS or credit payment over the phone.

Email [council@benalla.vic.gov.au](mailto:council@benalla.vic.gov.au)

### IN PERSON

Visit the Council's Customer Service Centre at 1 Bridge Street East, Benalla

### MAIL

Send this application back to us with a cheque for the full amount made payable to Benalla Rural City Council, PO BOX 227, BENALLA VIC 3671

OFFICE USE

Date received

Receipt number