

Works Within A Road Reserve Application

Community Local Law 2017, Local Government Act 2020, Road Management Act 2004, Road Safety Act 2006, Summary Offences Act, Occupational Safety Act 2004

Applicant Details:

Company Name:	
Applicant Name:	
Postal Address:	
Phone/Mobile:	
Email:	

Details of Works:

Address of Works:	

Nature of Works:

<input type="checkbox"/> New vehicle crossing	<input type="checkbox"/> Extension or replacement of existing crossing
<input type="checkbox"/> Stormwater connection	<input type="checkbox"/> Water connection
<input type="checkbox"/> Barricades around worksite	<input type="checkbox"/> Nature strip works
<input type="checkbox"/> Traffic Management	<input type="checkbox"/> Tree Removal/ replacement
<input type="checkbox"/> Other: Please specify	

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	m2
<input type="checkbox"/> Laneway	<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Gravel	m2
<input type="checkbox"/> Footpath	<input type="checkbox"/> Concrete	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Gravel	m2
<input type="checkbox"/> Kerb and Channel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	m2
<input type="checkbox"/> Nature Strip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	m2
<input type="checkbox"/> Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	m2

Proposed Dates:

Start:		Finish:	
Is there an active Planning Permit for this property?		Yes: <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please note Planning Permit No.			

Existing Site Details:

Checklist:

Stormwater side entry pit within 1m of vehicle crossing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Any trees within 2 meters of vehicle crossing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Any other pit / pole / path within 1 metre of vehicle crossing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Gas / water conduit in the vicinity of vehicle crossing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Any Telstra / NBN pits within 1 metre of vehicle crossing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Contractor Details:

Contractor Name:				
ABN:				
Postal Address:				
Phone/Mobile:				
Email:				
Public Liability Insurance Certificate of Currency Supplied: (refer to information below)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Name of Public Liability Insurance Company:				

Fees:

- The application fee is variable depending on road classification and type of works. Fees range from \$156.30 to a maximum of \$724.50.
- A security deposit (refundable) is payable: Vehicle crossing \$1030, water and drainage connection \$310, tree planting \$160, road opening variable depending on type of works.
- Payment of fees does not automatically grant approval of permit.

Bank Account Details:

Please supply bank account details for security deposit refund by electronic transfer:

Account Name:			
BSB:		Account No.	

Please note: The security deposit will be refunded into the nominated account once a final inspection has occurred.

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.
- Please allow up to 10 business days for the processing of the permit.
- Payment of fees does not automatically grant approval.

Declaration:

I, _____ (Name)
undertake that the exercise of this Permit shall be carried out in strict conformity with the Provisions of Council's *Local Laws 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?

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Will collect from Office | <input type="checkbox"/> Posted |
| <input type="checkbox"/> Emailed to: _____ | |

Payment Options

Contact Us on 03 5760 2600 to make an EFTPOS or credit payment over the phone or email: 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 payable to:
Benalla Rural City Council
PO Box 227
BENALLA VIC 3671

Office Use: Date received: _____

Receipt Number: _____

Information Privacy

The Council will only use and disclose information for the purpose/s for which it is collected. Visit www.benalla.vic.gov.au for more information.