



CONSENT TO WORKS WITHIN ROAD RESERVE APPLICATION

This application is provided in accordance with Schedule 7 of the *Road Management Act 2004* the *Road Management (Works and Infrastructure) Regulations 2015*.

If the Application is acceptable, then Council will issue an Approval Letter within 5 working days, no works are to proceed without the Approval Letter.

Please attach site plan, photos, insurance copies, consultation evidence, traffic management plan etc to this application form.

Please check General Conditions on reverse of the page

Fields marked with a red asterisk (*) must be filled out.

General Details:

Application Date*:

To: Hindmarsh Shire Council

Applicant Details:

Name*:

ABN*:

Branch Number (if applicable):

Address*:

Contact Person*:

Phone*:

Email*:

Fax:

Details of Work*

Work Type:

Work Hours:

From:

To:

Address:

Nearest Intersection:

Distance to Intersection:

Direction to Intersection:

Date of Works:

Start Date:

Completion Date:

Other Road(s) / Asset(s) affected:

Location of Utility Assets (Note 1):



CONSENT TO WORKS WITHIN ROAD RESERVE APPLICATION

Description of Works (Note 2):

Works Manager (the person or body who was/will be responsible for conducting these works):

Contractor*: Yes No Contractor Name:

Address*:

Contact Person*:

Email*: Phone*:

Temporary Reinstatement

Temporary Reinstatement Number: Required? YES / NO End Date: Time:

Details:

Permanent Reinstatement

Permanent Reinstatement Number: Required? YES / NO End Date: Time:

Details:

Contractor*: Yes No Contractor Name:

Address*:

Contact Person*:

Email*: Phone*:



CONSENT TO WORKS WITHIN ROAD RESERVE APPLICATION

Traffic Impact

1. Will a traffic management plan be in operation during the proposed works?	<input type="checkbox"/>	Yes (if yes, then please attach a copy)	<input type="checkbox"/>	No
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Add Details:

2. Will closure of the road or part of the road to vehicular traffic be required for:

A continuous period of more than 12 hours?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
More than 24 hours in a 7-day period?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Consultation

Do works adjoining property owner(s)/occupiers/members of the community?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Consultation Date:	Is the access affected?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Describe Effects:

Mitigation Plan (Note 4):

Asset of Other Parties/Authorities Affected (Note 3)

Have you checked Dial Before you Dig?	<input type="checkbox"/>	Yes (if yes, please attach copy)	<input type="checkbox"/>	No
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Owner:	Consulted:
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Effect:

Minimisation Plan:

Owner:	Consulted:
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Effect:

Minimisation Plan:

CONSENT TO WORKS WITHIN ROAD RESERVE APPLICATION

Owner:

Consulted:

Effect:

Minimisation Plan:

Mandatory

Note 1. Including a scaled location map and photos showing which road and which part(s) of the road reserve is (are) affected, proposed depth of cover, clearances and offsets to other road and non-road infrastructure, width of crossover (driveway) etc

Note 2. include, scope of works, eg: size of trench, road pavement area, kerb and channel, pipe size, pipe type etc

Note 3. Includes other utility infrastructure, street trees, remnant native vegetation and landscaped areas # not required for Notification of Completed Works

Hindmarsh Shire Council General Conditions

- 1. Obligation to Insure:** The Hirer/User/Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the hirer/user/permit holder providing coverage for a minimum sum of \$10 Million (or more). The Public Liability Policy shall be affected with an insurer approved by the Council. The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer/User/Permit Holder. A copy must be attached to this application
- 2. Council Indemnity:** The Hirer/User/Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirers/Users/Permit Holders performance or purported performance of its obligations under this Agreement/Permit and be directly related to the negligent acts, errors or omission of the Hirer/User/Permit Holder. The Hirers/Users/Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.
- 3.** The holder of this permit shall notify and ascertain from all relevant services' authorities the location of services which may be affected by the proposed works which are the subject of this permit.
- 4.** The whole of the work shall be undertaken to the approval of the municipality; during daylight between the hours of 7.30 am and 4.30 pm Monday to Friday.
Works outside these times will require prior approval from Council. If the carriageway of the road is involved in the application it shall at all times be kept open for traffic, unless approval from Council is sought, necessary precautions including the display of appropriate warning signs barriers and lights

CONSENT TO WORKS WITHIN ROAD RESERVE APPLICATION

shall be taken, in accordance with AS1742.3 Traffic Control Devices for Works on Roads. Records are to be kept on sign layouts. Where traffic is restricted to one lane a flagman must be provided. All works shall be safe and secured at all times whether the holder of the permit, agent, contractor or employer are in attendance or not, until the reinstatement works have been satisfactorily completed in accordance with the permit conditions.

5. The holder of this permit shall ensure that works shall be undertaken by a skilled tradesperson, and the person actually carrying out the work defined by this permit shall produce the permit on demand for inspection by an officer or employee of the Council, or by anyone authorized by it, or by any member of the Victoria Police Force who may wish to examine it.
6. 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, and shall be in accordance with the depths specified by the Responsible Officer. 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.
7. Constructed roadway with sealed surfaces shall be bored. Any excavation within the road formation (including traffic lanes and shoulders) shall be reinstated as follows. The trench shall be backfilled by placing 50-100mm of sand covering mains/cables, then by placing suitable gravel in layers of not more than 100mm depth to the surface with the last 100mm being class 3 crushed rock (or other agreed crushed rock). Each layer shall be compacted with agreed appropriate mechanical equipment with the application as necessary of water in each layer to achieve optimum compaction.
8. Any excavation within the nature strip shall be backfilled as follows. Prior to excavation, top soil is be excavated and set aside for top dressing after backfill. Backfill 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, are placed in 100mm layers and compacted as per No. 7 above. The trench shall be top dressed with appropriate top soil. No spoil is to be left on the nature strip and any screenings or other materials must be gathered up and removed.
9. Excavations involving kerb and channel and footpath shall be reinstated as follows. Appropriate reinstatement shall be undertaken as listed in Condition 7 & 8 above with the addition that the entire footpath bays or sections of kerb and channel shall be replaced wherever opened between existing construction joints.
10. Bituminous and concrete surface reinstatement, if unable to be completed by the applicant, will be undertaken by council, the cost of which is not included in the permit fee. Fees can be obtained from the Engineering Department by calling (03) 5391 4444.
11. Any stock piles will be bunted off. The area shall be cleared of all surplus material by the permit holder and left in a neat and tidy condition.
12. The work shall be completed within 30 days of being granted a permit. Extensions of time can be granted.
13. Where emergency works are required to be attended to after hours, which would otherwise require the issuing of a road opening permit, the contractor responsible shall make application for such permit and pay the required fees on the next day on which the municipal office/s are open.

CONSENT TO WORKS WITHIN ROAD RESERVE APPLICATION

14. The municipality may undertake rectification works should the condition of this permit not be complied with, and the applicant agrees to pay any charges which may arise from this work.
15. The Engineering Department must be notified not less than 48 hours before work is to commence onsite for purposes of assessing the existing condition. The Engineering Department must be notified within 7 days of works being completed.
16. . It is agreed that the Engineering Department or any other appropriate authorized officer shall be the sole arbiter as to the satisfactory compliance with the road opening permit conditions.
17. All plans of works within road reserve must be submitted to council for approval and will only be approved if council is satisfied. (IDM standard is expected for relevant works).

Signer Declaration

By signing this form, I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application forms a legal document and penalties exist for providing false or misleading information.
- Agency name may refuse this application if it becomes evident that any information or supporting documents provided are incomplete or false.

Signature*:

Name printed*:

Date*:

Collection Notice

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.