

# Works Within Road Reserves

Version: 18-08-2009



This notification / application is provided in accordance with -

1. Road Management Act 2004, Schedule 7
2. Road Management (Works and Infrastructure) Regulations 2005

**South Gippsland  
Shire Council**

Use this form for: (i) Notification of proposed works, (ii) Application for consent, or (iii) Notification of completed works to the Coordinating Road Authority (CRA)

## GENERAL INFORMATION

<b>Type:</b> (Strike out not applicable items)	1. Notification of proposed works or	<b>Date:</b> ___ / ___ / 20__
	2. Application for consent or	<b>CRA Ref:</b>
	3. Notification of completed works	<b>Your Ref:</b>
<b>To:</b> (Coordinating Road Authority)	<b>South Gippsland Shire Council</b> 9 Smith Street (Private Bag 4) Leongatha 3953 Ph: (03) 5662 9268 Fax: (03) 5662 3754	<b>Fee:</b> (ONLY for "Application for Consent") \$
<b>From:</b> (Applicant's Name)	<b>Role:</b> <b>IMPORTANT</b> Select the <b>ROLE</b> that best describes <b>YOU!</b>  (Strike out not applicable items)	1. Utility or
<b>Address:</b> (Applicant's address)		2. Agent for Utility or
<b>City/Town:</b>		3. Responsible Road Authority or
<b>State:</b>		4. Agent for RRA or
<b>Postcode:</b>		5. Telecommunications Carrier or
<b>Contact person:</b>		6. Agent for Telco' Carrier or
<b>eMail address:</b>		7. MFB or CFA or
		8. Agent for MFB or CFA or
		9. Private Contractor/Other
		<b>Telephone (BH):</b>
		<b>Facsimile:</b>
		<b>Mobile or AH Telephone:</b>

## DETAILS of WORK

<b>Work type:</b> (Strike out not applicable items)	1. Service connection or	<b>Work hours: from</b> _____ <b>am</b> to _____ <b>am</b>	
	2. Supply extension or	<b>Start date:</b> ___ / ___ / 20__	<b>End date:</b> ___ / ___ / 20__
	3. Minor works or		
	4. Other works		
<b>Address:</b>		<b>City/Town:</b>	
<b>Map:</b> (Strike out not applicable item)	1. Melways or	<b>Edition No.:</b>	<b>Map No.:</b>
	2. VicRoads Country Directory		<b>Grid reference:</b>
<b>Nearest Intersection:</b> (Name of Road)			
<b>Distance to Nearest Intersection:</b>	m or km	<b>Direction to Nearest Intersection:</b> ← (Strike out not applicable items) →	<b>North East</b> <b>South West</b>
<b>Other road(s) / asset(s) affected:</b>			
<b>Location of utility assets: *</b>			
<b>Description of works: **</b>			
<b>Works Manager Details</b> (the person or body who was/will be responsible for conducting these works):			
<b>Contractor:</b> (Yes/No)		<b>Company name:</b>	
<b>Address:</b>			
<b>City/Town:</b>		<b>State:</b>	<b>Postcode:</b>
<b>Contact person:</b>		<b>Telephone (BH):</b>	
<b>eMail address:</b>		<b>Facsimile:</b>	
		<b>Mobile or AH Telephone:</b>	

<b>TEMPORARY REINSTATEMENT #</b>	<b>Required?</b> (Yes/No)	<b>End date:</b> ___ / ___ / 20__	<b>time:</b> _____ <b>am</b> / <b>pm</b>
<b>Details:</b>			

\* Include (as an attachment) a scaled location map 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

\*\* Include details of assessment of relevant risks and proposed mitigation measures

<b>PERMANENT REINSTATEMENT</b>	<b>Required?</b> (Yes/No)	<b>End date:</b> ___/___/20__	<b>time:</b> _____	<b>am</b> <b>pm</b>
<b>Details:</b>				
<b>Contractor:</b> (Yes/No)		<b>Company name:</b>		
<b>Address:</b>				
<b>City/Town:</b>		<b>State:</b>	<b>Postcode:</b>	
<b>Contact person:</b>			<b>Telephone (BH):</b>	
<b>eMail address:</b>		<b>Facsimile:</b>		
		<b>Mobile or AH Telephone:</b>		

<b>TRAFFIC IMPACT #</b>	
<b>1. Will a Traffic Management Plan be in operation during the proposed works?</b> (Yes / No) <small>(Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety – Traffic Management)</small>	
<b>2. Will major traffic control devices requiring a “Memorandum of Consent” be used?</b> (Yes / No) <small>Examples of major traffic control devices include speed limit signs, traffic signals (including portable traffic signals, etc. (Note: refer Road Safety (Road Rules) Regulations 1999 and Code of Practice for Worksite Safety – Traffic Management)</small>	
<b>3. Will the works:</b>	<b>(a) require deviation of vehicular traffic into on-coming traffic lane?</b> (Yes / No)
	<b>(b) be conducted in a clearway when in operation?</b> (Yes / No)
	<b>(c) be conducted on, partly on or affect a bridge or other structure?</b> (Yes / No)
<b>4. Will closure of the road or part of the road to vehicular traffic be required for:</b>	
<b>(a) a continuous period of more than 12 hours?</b> (Yes / No)	
<b>(b) more than 24 hours in a 7 day period?</b> (Yes / No)	
<b>5. If “Yes” to either 4(a) or 4(b), then what is:</b>	
<b>(a) the number of traffic lanes to be closed?</b>	
<b>(b) the length of traffic lane to be closed (1<sup>st</sup> lane)</b> (indicate with <b>m</b> for metres or <b>km</b> for kilometres)	
<b>(c) the length of traffic lane to be closed (2<sup>nd</sup> lane)</b> (indicate with <b>m</b> for metres or <b>km</b> for kilometres)	
<b>6. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities), cyclists and public transport:</b>	

<b>CONSULTATION #</b>		
<b>Adjoining property owner(s)/occupier(s) and/or affected members of the community?</b> (Yes/No)	<b>Date:</b> ___/___/20__	<b>Is access affected?</b> (Yes/No)
<b>Mitigation plan:</b>		

<b>ASSETS of OTHER PARTIES/AUTHORITIES AFFECTED *** #</b>	
<b>Owner:</b>	<b>Consulted?</b> (Yes/No)
<b>Asset(s):</b>	
<b>Effect:</b>	
<b>Minimisation plan:</b>	
<b>Owner:</b>	<b>Consulted?</b> (Yes/No)
<b>Asset(s):</b>	
<b>Effect:</b>	
<b>Minimisation plan:</b>	
<b>Owner:</b>	<b>Consulted?</b> (Yes/No)
<b>Asset(s):</b>	
<b>Effect:</b>	
<b>Minimisation plan:</b>	

\*\*\* Includes other utility infrastructure, street trees, remnant native vegetation and landscaped areas

# Not required for Notification of Completed Works