

Non-Utility Minor Works

Version: 3-7-2017

within Municipal Road Reserves



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) **(PLEASE ENSURE ALL DETAILS ON THE APPLICATION ARE COMPLETED)**

APPLICANT DETAILS

Type: (Strike out not applicable items)	1. Notification of proposed works or 2. Application for consent or	Date: _____ / _____ / 20__		
		Permit Number:		
		Your Ref:		
To: (Coordinating Road Authority)	South Gippsland Shire Council 9 Smith Street (Private Bag 4) Leongatha 3953	Fee: (ONLY for "Application for Consent")		
From: (Applicant's Name)		Role: <ol style="list-style-type: none"> 1. Owner or 2. Occupier or 3. Builder or 4. Other or 5. Contractor on behalf of (specify) 		
Address: (Applicant's address)			IMPORTANT Select the ROLE that best describes YOU! (Strike out not applicable items)	
City/Town:				
State:	Postcode:			
Contact person:		Telephone (BH):		
		Telephone (AH):		
eMail address:		Facsimile:		
		Mobile:		

DETAILS of WORK

Work type: (Strike out not applicable items)	1. Service connection or 2. Drainage connection or 3. Vehicle Crossing or 4. Other works (specify:)	Proposed Start Date:	_____ / _____ / 20__
Address of works:		City/Town:	
Additional Location Details: (Optional)			
Description of works: (include list of assets affected by works)			
Sketch Plan: A copy of a sketch plan showing the proposed works, the location, all assets within the vicinity must be provided. Assets include all trees, landscaping, road pavement, kerb & channel, footpaths, drains, service authority assets and private assets affected by the works			

WORKS MANAGER DETAILS (the person or body who was/will be responsible for conducting these works):

Contractor or Company Name:		Contractor/Company ABN:	
Contractor's Address:			
City/Town:	State:	Postcode:	
Name of Works Manager*:		Telephone (BH):	
		Telephone (AH):	
E-mail address:		Facsimile:	
		Mobile :	
Does the contractor have Public Liability Insurance? (Yes/No)		Amount of P.L. Cover: (Min of \$10,000,000 Req)	\$
Name of Public Liability Insurance Company:			

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

Works Manager Responsibilities:

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 so as 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.

(Road Management Act - Schedule 7, Sec 14)

Payment Options:

Mail in a cheque, pay at counter with cash or EFTPOS or fill out credit card details below.

I authorise South Gippsland Shire Council to debit my credit card as detailed below:

Account holder name: _____

Card Type:

MasterCard Visa Bank Card

(note* AMEX Credit Card is NOT accepted)

Credit Card Number _____

Expiry Date: _____

Amount \$ _____

Signature: _____

Date: _____



South Gippsland Shire Council

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Telephone: (03) 5662 9200 Facsimile: (03) 5662 3754

Email: council@southgippsland.vic.gov.au Website: www.southgippsland.vic.gov.au

Sketch:

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.