

## Non-Utility Minor Works within Municipal Road Reserves

Version: 1-07-2021



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

<b>Type:</b> (Strike out not applicable items)	1. Notification of proposed works or 2. Application for consent or	<b>Date:</b>	__ / __ / 20__
		<b>Permit Number:</b>	
		<b>Your Ref:</b>	
<b>To:</b> (Coordinating Road Authority)	<b>South Gippsland Shire Council</b> 9 Smith Street (Private Bag 4) Leongatha 3953	<b>Fee:</b> (ONLY for "Application for Consent")	<b>\$ 94.40</b>
<b>From:</b> (Applicant's Name)		<b>Role:</b> <b>IMPORTANT Select the ROLE that best describes YOU!</b>  (Strike out not applicable items)	1. Owner or 2. Occupier or 3. Builder or 4. Other or 5. Contractor on behalf of (specify) ..... .....
<b>Address:</b> (Applicant's address)			
<b>City/Town:</b>			
<b>State:</b>	<b>Postcode:</b>		
<b>Contact person:</b>		<b>Telephone (BH):</b>	
		<b>Telephone (AH):</b>	
<b>eMail address:</b>		<b>Facsimile:</b>	
		<b>Mobile:</b>	

### DETAILS of WORK

<b>Work type:</b> (Strike out not applicable items)	1. Service connection or 2. Drainage connection or 3. Vehicle Crossing or 4. Other works (specify: ..... )	<b>Proposed Start Date:</b>	__ / __ / 20__
<b>Address of works:</b>		<b>City/Town:</b>	
<b>Additional Location Details:</b> (Optional)			
<b>Description of works:</b> (include list of assets affected by works)			
<b>Sketch Plan: A copy of a sketch plan showing the proposed works, the location, all assets within the vicinity must be provided.</b> 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):

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

**\* 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

9 Smith Street (Private Bag 4) Leongatha 3953 – DX 94026 Leongatha.

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

Email: [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au) Website: [www.southgippsland.vic.gov.au](http://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.**