

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
Residents' Information Line: 1300 555 886
ABN: 81 957 967 765

Application for Memorandum Of Consent for Major Traffic Control Items at Road Worksites

There are some hard words in this form. The hard words are in blue. You can read what they mean on page 2.

Applicant

Name:							
Postal address:							
			Postcode				
Phone number: Home:		Work:		Mobile:			
Email address:			Fax:				

Description

Type of work:							
Control items:							
Address of works:							
			Postcode				
Start date: ____/____/____				Finish date: ____/____/____			
Start time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm				Finish time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm			
Permanent items to be changed: _____							

Common major traffic control items for worksites include speed restriction signs, stop and give way signs, traffic control signs and stop here on red signal signs.							
Consented copies sent to the applicant, VicRoads and Police TOG at Bairnsdale.							

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Please make sure you have attached:

- Site Map – showing suburb, street, works area and nearest cross reference point
- Traffic Management worksite plan – This should include the following,
 - Reference to Standards Australia Site layout design
 - Risk assessment and need for Major Traffic Control Items
 - Use and placement of Major Traffic Control Items

I/we apply for consent to put up or use the Major Traffic Control Items listed above, at the location listed. These items will be used meeting with VicRoads guidelines. I/we agree to remove or change items as soon as no longer needed, correctly record usage in a document (e.g. diary), and reapply for **consent** if use beyond the removal date is needed.

Signature:
Name: _____ Date: ____/____/____

Hard Words

Memorandum: A written message recording something for future use.

Consent: Permission for something to happen.

Consented: Permission has been granted for something to happen.

Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Ormeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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