

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale VIC 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
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Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service : 133 677  
ABN: 81 957 967 765

## Works Within Road Reserves (WWRR)

This application form is to apply for consent from East Gippsland Shire Council to undertake works in, on or under the road reserve

### Applicant details:

Name:								
Company name: (if relevant)								
Property:								
Postal address:								
				Postcode				
Phone number: Home:		Work:		Mobile:				
Email address:								

Preferred method of contact	Mobile phone <input type="checkbox"/>	Work phone <input type="checkbox"/>	Home phone <input type="checkbox"/>	Email <input type="checkbox"/>	
Preferred method of permit delivery	Post <input type="checkbox"/>	Email <input type="checkbox"/>	Collection form one of Council Service Centres <input type="checkbox"/>		
Location	Bairnsdale <input type="checkbox"/>	Lakes Entrance <input type="checkbox"/>	Omeo <input type="checkbox"/>	Orbost <input type="checkbox"/>	Mallacoota <input type="checkbox"/>

<b>IMPORTANT:</b> Select the role that best describes you.	
Utility (Agencies, Road Managers) <input type="checkbox"/>	Non-Utility (private/property owners/resident) <input type="checkbox"/>

### Details of Works:

Note: See fees section below for work type definitions.

Private/existing driveway crossing <input type="checkbox"/>	Water tapping <input type="checkbox"/>	Drainage connection <input type="checkbox"/>
Service connection <input type="checkbox"/>	Other minor works <input type="checkbox"/>	Major works <input type="checkbox"/>

#### Privacy Statement

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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](mailto:feedback@egipps.vic.gov.au)

JULY 2023

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Please attach risk assessment and risk mitigation measures/ checklist as per Road Management Act Code of Practice)

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Work hours:	From:	(time)	AM/PM	To:	(time)	AM/PM
Start date:				End date:		

## Location of Works:

Unit number	Street number	Street name
Suburb		Post code

If new or subdivided land that has not been named or provided with a street number, describe locality (could include GPS, Map Reference from Vic Roads Country Edition)

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## Works Manager Details: (the person who will be responsible for supervising these works)

Name:		
Company name: (if relevant)		
Phone number:	Work:	Mobile:
Email address:		

Preferred method of contact	Mobile phone <input type="checkbox"/>	Work phone <input type="checkbox"/>	Email <input type="checkbox"/>
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## Traffic Impact:

1. Will a Traffic Management Plan be in operation during the proposed works?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>(Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety – Traffic Management)</b>		
2. Will major traffic control devices that require a “Memorandum of Consent” be used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will the works?		
Require deviation of vehicular traffic into an oncoming traffic lane	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Be conducted in a clearway when in operation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Be conducted on, partly on or affect a bridge or other structure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. 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
5. If “Yes” to either 4(a) or 4(b), then what is?		
(a) the number of traffic lanes to be closed?	<input type="checkbox"/> 1	<input type="checkbox"/> Both/More
(b) the length of traffic lane to be closed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Please provide any other relevant traffic information, attach details if necessary This might include impact on pedestrians (including provisions for people with disabilities), cyclists or public Transport.		

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## Consultation:

Will access to adjoining properties be affected?

☐ Yes ☐ No

Have you consulted with adjoining property owners / occupiers and / or affected members of the community?

☐ Yes ☐ No

Consulted date:

Mitigation Plan (please describe your proposed plan to minimise any adverse affect on adjoining properties – if necessary, provide details as an attachment)

Affected assets belonging to other parties/ authorities:

Name of Organisation that owns other assets that may be affected by the works

Have they been consulted? ☐ Yes ☐ No

Asset/s (e.g. a Utility infrastructure, street trees, remnant vegetation and landscaped areas)

Effect on assets

Mitigation

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## Fees

- Payable when submitting application
- Fee structure is set by the Victorian Department of Treasury and Finance – Works and Infrastructure Regulation 2005

**As of 1 July 2021, 1 Fee Unit = \$15.90 i.e. 6 fee units = \$95.40**

Municipal Road Classification	MAJOR WORKS	MINOR WORKS	
	Conducted on any part of the roadway,	Conducted on any part of the road reserve shoulder or pathway	Not Conducted on any part of the roadway, shoulder
Municipal road or non-arterial state road	24 fee units	12 fee units	6 fee units
Notification of completed works	Nil Fee	Nil Fee	Nil Fee

Examples of fees for type of works	Fee
Installing a driveway crossover to a property	12 fee units
Water tapping – minor works	6 fee units
Barricading nature strip around building site (Occupation of road reserve)	6 fee units
Major Road works installing infrastructure under the roadway or works requiring major traffic management devices/ Road Closures or Opening	24 fee units

## Insurance details:

Provide a current copy of Public Liability Insurance Policy to cover a minimum of \$20 million in place to cover the works to be provided by:

Policy provided by:    The applicant: ☐    OR    The contractor: ☐

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This application form is for consent to carry out Works Within the Road Reserve, the details I have provided in this application are correct.

I agree to reinstate all disturbed surfaces in a condition as near as practical to the existing condition prior to works.

Applicant signature:	
Applicant name:	Date: ____/____/____

**Please note incomplete applications or missed attachments will delay the processing and the issue of a permit.**

## Office Use Only:

Receipt Type ☐ 741 Method of Payment: ☐ Cash ☐ Cheque ☐ Eftpos ☐ Credit Card  
Amount Paid: \$\_\_\_\_\_ Receipt Number: \_\_\_\_\_ Receipt Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Applicant Check List

- ☐ Form is completed with all relevant detail and signed
- ☐ Fees paid / payment enclosed
- ☐ Site plan attached
- ☐ Traffic Management Plan prepared / attached please note a copy of the traffic management plan must be retained at the worksite at all times.
- ☐ Public Liability Insurance with minimum coverage of \$20 million in place to cover the works

If you would like to view “A Guide to Working in the Road Reserve”, please go to our website - Road Safety and Speed Zones or contact our Road Safety Officer.

Once the permit is issued it will be sent to you via your nominated contact details i.e. Post / Email, **please ensure you have provided your preferred reply details.**

If you have any questions or require any further information, please contact the Road & Traffic Technical Officer at East Gippsland Shire Council.

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## 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 <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 9.00am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo 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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