

Non Utility Minor Works within Municipal Road Reserves



CITY OF
MONASH

This notification / application is provided in accordance with -

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

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

APPLICANT DETAILS

Type: (Strike out not applicable items)	1. Notification of proposed works or		Date:	_ / _ / 20__
	2. Application for consent		Permit Number:	
			Your Ref:	
To: (Coordinating Road Authority)	City of Monash		Fee:	\$
			(ONLY for "Application for Consent")	
			Refundable Security Deposit:	\$
From: (Applicant's Name)			Role: IMPORTANT Select the ROLE that best describes YOU! (Strike out not applicable items)	<ol style="list-style-type: none"> 1. Owner or 2. Occupier or 3. Builder or 4. Other or 5. Contractor on behalf of (specify) <p>.....</p> <p>.....</p> <p>.....</p>
Address: (Applicant's address)				
City/Town:				
State:	Postcode:			
Contact person:				
eMail address:			Telephone (BH):	
			Telephone (AH):	
			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: Hoarding)		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: Three copies 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):		
E-mail address:	Telephone (AH):		
	Facsimile:		
	Mobile:		
Does the contractor have Public Liability Insurance? (Yes/No)		Amount of Public Liability Cover:	\$
Name of Public Liability Insurance Company:			

Signature of Applicant:	Date: _ / _ / 20__
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Definitions

* 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)
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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)

Proposal Hoarding Details

Reason for request: _____

Proposed Commencement Date: _____

Proposed Removal Date: _____

Duration of Works: _____

Hoarding details (dimensions in metres)

Length of Hoarded Area = _____ Width of Hoarded Area = _____

Footpath Width = _____ Nature Strip Width = _____

Clear Pedestrian Access Width after hoarding in place= _____

(Note: Minimum Pedestrian Access Width must be 1.4 metres)

Street Furniture in Vicinity: _____

(Note: Street Furniture includes all poles, trees, seats, pits, etc.)

PLEASE ATTACH SKETCH PLAN OF PROPOSED HOARDING SHOWING ALL MEASUREMENTS

To allow Council to determine the possibility of a hoarding being allowed the plan must show the following:

- The whole property;
- Roadway (including footpath, nature strip);
- Existing Driveway/s;
- Crossings on the Neighbouring Properties.
- TRAFFIC MANAGEMENT PLAN (for vehicles and pedestrians.
- Street Furniture (Trees, Pits, Footpaths, Electricity/Light Poles, Road Humps, etc); and
- Measurements allowing Council Officers to clearly determine the location of the hoarding with respect to all other objects.

A copy of the proposed Traffic Management Plan for pedestrians and traffic must be provided.

**Bank Account Details for Refund of Security Deposit:
Required Information Only When No Asset Protection Permit Has Been Obtained**

Account Name:	
Bank Name:	
BSB Number:	
Account Number:	