

Non Utility Minor Works within Municipal Road Reserves

Version: 23 May 2007



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)	1. Owner or
Address: (Applicant's address)				2. Occupier or
City/Town:				3. Builder or
State:				4. Other or
	Postcode:			5. Contractor on behalf of (specify)
Contact person:			Telephone (BH):
eMail address:			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: Occupy Part Roadway)		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):	Telephone (AH):
E-mail address:	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 Occupy Part Roadway Details (Note Roadway includes footpath and nature strip)

Reason for request: _____
 Works Commencement Date: _____
 End of Works Date: _____
 Duration of Works: _____

Occupation details (dimensions in metres)

Length of Occupied Area = _____ Width of Occupied Area = _____
 Footpath Width = _____ Nature Strip Width = _____
 Clear Vehicle/Pedestrian Access Widths after roadway occupied = _____

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

Street Furniture in Vicinity: _____

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

Type and number of vehicles/structures likely to be placed within road reserve

Car/Van:	<input type="checkbox"/> N ^o : _____	Scissor Lift:	<input type="checkbox"/> N ^o : _____
Crane:	<input type="checkbox"/> N ^o : _____	Ladder:	<input type="checkbox"/> N ^o : _____
Excavator:	<input type="checkbox"/> N ^o : _____	Semi Trailer:	<input type="checkbox"/> N ^o : _____
Concrete Mixer:	<input type="checkbox"/> N ^o : _____	Tip Truck:	<input type="checkbox"/> N ^o : _____
Other: (Please Specify)	<input type="checkbox"/> N ^o : _____		

PLEASE ATTACH SKETCH PLAN OF PROPOSED OCCUPATION SHOWING ALL MEASUREMENTS

To allow Council to determine the possibility of allowing the occupation the plan must show:

- The property and roadway;
- Any effected roadway by the occupation;
- Existing and Proposed Driveway/s;
- Trees in vicinity;
- Crossings on the Neighbouring Properties.
- 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. It must meet all requirements of the Road Management Act 2004.

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:	