

Minor Works in Road Reserve

(Vehicle crossings, water tapplings, sewer extensions, other works)

Office Use Only: Acc No: 2232000.5202

Our Ref: DOC/20/42782

Form Owner: Infrastructure

Updated: 09092022

Please **NOTE** this permit only applies to roads where Mount Alexander Shire is the responsible authority. The Department of Transport is responsible for arterial roads within the shire and should be contacted directly if the works are occurring in the reserve of these roads. Details can be found at:

<https://www.vicroads.vic.gov.au/traffic-and-road-use/road-network-and-performance/maps-of-declared-roads>

APPLICANT DETAILS:

Property Owner Occupier Builder Other

Applicants Name: _____

Address of Applicant: _____

Town/Suburb _____ Postcode _____

Contact details: Telephone: _____ Email: _____

CONTRACTORS DETAILS:

Name: _____

Business Name: _____

Address: _____

Town/Suburb _____ Postcode _____

Contact details: Telephone: _____ Email: _____

PROPERTY OR AREA FOR WHICH PERMIT IS SOUGHT:

Address: _____

Town/Suburb: _____ Postcode _____

Planning permit number (if applicable) _____

Development overlay (Heritage, LSIO etc) _____

PROPOSED WORKS:

Vehicle Crossing Water Tapping Sewer extension Other

If other, Please provide further details of works: _____

Proposed Date of Commencement: ___/___/___ Proposed Date of Completion: ___/___/___

Applicant Signature: _____ Date: ___/___/___

Civic Centre
Cnr Lyttleton & Lloyd Streets
P.O. Box 185 Castlemaine VIC 3450

t (03) 5471 1700

e info@mountalexander.vic.gov.au

w www.mountalexander.vic.gov.au



Mount Alexander
Shire Council

THE FOLLOWING MUST BE SUPPLIED WITH YOUR APPLICATION:

- Copy of public liability certificate of currency for the contractor carrying out works
- Sketch plan: A copy of a sketch plan showing the proposed work and all assets within the vicinity must be provided. Assets include all trees, road pavement, kerb and channel, footpaths, drains and service authority and private assets.

Your application will not be processed if the above information is not provided.

Council reserves the right to request certified engineering drawings if deemed necessary.

FEES

Permit Fees - see the Building Forms and Fees page on the Mount Alexander Shire Council website.

PAYMENT:

Please indicate how you would like to pay. NOTE: Do not send credit card details via email as the email will be blocked.

- Credit Card** – We will contact you to take payment via credit card over the phone
 - In Person** – You can pay by credit card, EFTPOS, cash, cheque or money order at the Council Civic Centre (details below)
 - Cheque** – Cheques and money orders should be made payable to Mount Alexander Shire Council
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Commencing Work

Work shall not commence until a permit is issued except in the event of an emergency.

Your permit will take approximately 10 working days to process which may include a pre-permit inspection by a Council Officer.

Retrospective permits are unlikely to be granted.

Dial before you dig

Work shall not commence until underground services have been verified via dial before you dig.

Web address: 1100.com.au or telephone 1100

Traffic Management

For works within a road reserve, a traffic management plan must be drawn up by an accredited traffic controller, a copy must be submitted to Council prior to works commencing and kept on site at all times and produced upon request.

Significant Vegetation

There shall be no significant or native vegetation removed or damaged as part of the works without a relevant Planning Permit.

Damage to Councils Assets

Any damage to Council and/or other authority assets caused by the proposed works shall be repaired to the satisfaction of the responsible authority.

Public Liability

A copy of the contractor's public liability certificate of currency must be provided with the application. The public liability must cover a minimum of \$10 million for any one claim.

Design Standards and Guidance

Mount Alexander Shire Council Road Management Plan
Infrastructure Design Manual

Consultation

Depending on the scope of the works, their location and potential impact on public realm, Council may require evidence of consultation having been undertaken with neighbouring property owners.

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