

# Minor Works in a Road Reserve

(Vehicle crossings, water tapings, sewer extension, other works)



**Office Use Only:** Acc No: 100074-1001-41702  
Our Ref: DOC/13/25935  
Form Owner: Infrastructure  
Updated: 11072018

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## APPLICANT DETAILS:

Property Owner                       Occupier                       Builder                       Other

Applicants Name: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Contact details:    Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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## CONTRACTORS DETAILS:

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Contact details:    Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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## PROPERTY OR AREA FOR WHICH PERMIT IS SOUGHT:

Address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Postcode \_\_\_\_\_

Planning permit number (if applicable) \_\_\_\_\_

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## 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: \_\_\_/\_\_\_/\_\_\_

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## 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

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## 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 5 working days to process which may include a pre-permit inspection by a Council Officer.

## 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.