

# Works Within a Road Reserve

(Vehicle crossing (driveways), service connections, service extensions, other works)

Our Ref: DOC/20/42782  
Form Owner: Infrastructure  
Updated: 12/09/2023

**PLEASE NOTE:** This permit only applies to roads for which Mount Alexander Shire Council is the responsible authority. The Department of Transport and Planning is responsible for arterial roads within the shire. See VicRoads Declared Roads Map <https://www.vicroads.vic.gov.au/traffic-and-road-use/road-network-and-performance/maps-of-declared-roads>

For property access (crossover) works within the road reserve that The Department of Transport and Planning is the responsible authority, please seek planning advice from Mount Alexander Shire Council <https://www.mountalexander.vic.gov.au/Building-and-Planning/Planning-services>

For all other works on roads managed by The Department of Transport and Planning, please visit VicRoads Working within the road reserve <https://www.vicroads.vic.gov.au/business-and-industry/design-and-management/working-within-the-road-reserve>

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**APPLICANT DETAILS:** *If not the property owner, you may be required to gain consent from the property owner*

Property Owner  Occupier  Contractor  Other

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

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

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

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

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**CONTRACTOR DETAILS:** *Public liability insurance details must be attached to application.*

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) \_\_\_\_\_

Development overlay (Heritage, LSIO etc) \_\_\_\_\_

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**PROPOSED WORKS:** *Sketch or plans must be attached to application.*

Vehicle Crossing (Driveway)  Service Connections  Service extensions  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

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**THE FOLLOWING MUST BE SUPPLIED WITH YOUR APPLICATION:** *Please indicate that you have provided the following documents. Applications without the following documents will not be accepted.*

- Copy of Public Liability Certificate of Currency for a minimum of \$10 Million for the contractor carrying out works
- Sketch plan: A sketch plan or construction plans 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.

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## **FEES**

Permit Fees - <https://www.mountalexander.vic.gov.au/Council/Council-information/All-Council-fees-and-charges>

## **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 Works**

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.

## **Before You Dig Australia**

Work shall not commence until underground services have been verified via Before You Dig Australia.

Web address: [www.byda.com.au](http://www.byda.com.au)

## **Traffic Management**

For works within a road reserve, a Traffic Management Plan may be required. If a Traffic Management Plan is required it 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 unless exempt.

## **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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