

Non Utility Minor Works within Municipal Road Reserves

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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, (ii) Application for consent, or (iii) Notification of completed works to the Coordinating Road Authority (CRA)

APPLICANT DETAILS

Type: (Strike out not applicable items)	1. Notification of proposed works or 2. Application for consent or 3. Notification of completed works	Date:	___ / ___ / 20__
		Permit Number:	
		Your Ref:	
To: (Coordinating Road Authority)	Engineering Services Officer Moyne Shire Council Princes St Port Fairy 3284 (email: moyne@moyne.vic.gov.au)	Fee: (Does not apply for "Notification of Completed Works")	\$89.00
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 style="text-align: center;">.....</p>
Address: (Applicant's address)			
City/Town:			
State:	Postcode :		
Contact person:		Telephone (BH):	
		Telephone (AH):	
eMail address:		Facsimile:	
		Mobile:	

DETAILS of WORK

Work type: (Strike out not applicable items)	1. Service connection or 2. Drainage connection or 3. Vehicle Crossover or 4. Other works (specify:)	Proposed Start Date:	___ / ___ / 20__
Road Name:		City/Town:	
Additional Location Details: (Optional)			
Description of works: (include list of assets affected by works)			

Sketch Plan: A copy 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 P.L. Cover:	\$
Name of Public Liability Insurance Company:			

* 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:
<p>Principles applying to infrastructure managers and works managers:</p> <ol style="list-style-type: none"> (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 – <ol style="list-style-type: none"> 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. <p>(Road Management Act - Schedule 7, Sec 14)</p>

The information requested on this form will be used solely by the Moyne Shire Council. We will not use your personal information for any other purpose without first seeking your consent, unless authorized or required by law. The Council may not be able to process your request unless sufficient information is given. You may apply to the Moyne Shire Council for access to and/or amendment of the information on 03 5568 0555