



GUIDELINES FOR DRAINAGE WORKS IN EASEMENT

These guidelines have been prepared to assist people wishing to carry out drainage works within a property easement.

A permit (consent to undertake works in the easement) is required prior to any drainage works taking place in a drainage easement located within any property in the City of Whitehorse. This consent is required for:

- Connection to Council's drainage pit in an easement
- Connection to Council's stormwater pipe in an easement
- Construction of an outfall drain in an easement.

If the works extend from the easement into an arterial road, VicRoads consent is required along with any and/or all permits desired by VicRoads. Once VicRoads permits have been obtained, an Application Form – Inspections for Various Permits must be submitted to Council.

How to apply

Consent to undertake works in the easement

The property owner, or their contractor (e.g. builder, plumber) can apply for the consent. Application can be made by completing the Application to Undertake Drainage Works in the Easement form. To obtain an application form, please contact the Engineering and Environmental Services Department on 9262 6177 or visit

www.whitehorse.vic.gov.au/Forms-Engineering.html

For VicRoads consent visit www.vicroads.vic.gov.au

If drainage works are also to be carried out into the road reserve, the applicant will also need to complete an Application to Undertake Works in the Road Reserve Form.

What else is required with an application?

The following items are required as part of your application for consent to undertake works in the easement:

1. FEES

Payment of a consent fee (non-refundable) and a security deposit bond (refundable on satisfactory completion of works) is required when applying for a consent. Note: the security deposit bond is held by Council in a non-interest earning account.

Consent Fee will be one of the following:

- a) \$348.00**
Drainage works only to be undertaken in easement, and are not extending to the road reserve;
- b) \$348.00**
Drainage works are to be undertaken in the easement, and are extending to the road reserve.
This fee applies for works on Local roads;
- c) \$638.30**
Drainage works are to be undertaken in the easement, and are extending to the road reserve.
This fee applies for works on Collector & Link roads or any non-arterial State road on which the maximum speed limit for vehicles at any time is more than 50 km per hour;
- d) \$348.00**
Drainage works are to be undertaken in the easement, and are extending to the road reserve in Arterial road. This fee applies for Council to inspect works on Arterial roads. VicRoads consent must be obtained for works on any VicRoads/Arterial road.

Security deposit bond is **\$3,000.00** minimum. Council reserves the right to determine the value of the security deposit bond based on the scope of works.

Please note: where works are extending into the road reserve and the two application forms are required, only one consent fee and one security deposit bond are required.

2. APPROVED LEGAL POINT OF DISCHARGE (LPOD)

The Legal Point of Discharge for Stormwater can be obtained from Council's Engineering and Environmental Services Department. To apply, you will need to complete the Stormwater Point of Discharge Application Form. Forms are available from the department by phoning 9262 6177 or visit www.whitehorse.vic.gov.au/Forms-Engineering.html

There is an application fee of \$144.70. A written response will be provided within 10 working days. Please provide a copy of this response with your application.

3. APPROVED DRAINAGE PLAN

A drainage plan of the works will need to be submitted to Council's Drainage Development Engineer for approval. Drainage plans must be prepared by a suitably qualified person and must include all relevant survey and design information. To obtain a checklist on the full requirements of drainage plans, please contact the Engineering and Environmental Services Department on 9262 6177 or visit www.whitehorse.vic.gov.au/Forms-Engineering.html

The design and construction of the stormwater drainage system up to the point of discharge from an allotment must be approved by the appointed Building Surveyor. That includes the design and construction of any required stormwater on-site detention system. The proponent is to submit certification of the design of any required on-site detention system from a registered consulting engineer (who is listed on the Engineers Australia National Professional Engineer Register or approved equivalent) to Council as part of the civil plans approval process.

Please provide a copy of the approved, stamped plan with your application.

4. PUBLIC LIABILITY INSURANCE

The contractor carrying out the drainage works must have current public liability insurance cover of minimum \$10,000,000. Please provide a copy of certificate of currency of public liability insurance with your application.

Application lodgement

Lodge your completed application(s), together with the permit fee and security deposit bond payment as follows:

✉ Mail	👤 In Person	✉ Email	📠 Fax
(Including cheque made payable to City of Whitehorse) Locked Bag 2 Nunawading Delivery Centre NUNAWADING VIC 3131	Whitehorse Civic Centre 379 Whitehorse Road Nunawading	customer.service@whitehorse.vic.gov.au	9262 6490
<i>Note: if lodging application by fax or email, please include Credit Card Payment form, which can also be downloaded at www.whitehorse.vic.gov.au/Forms-Engineering.html</i>			

Upon receipt of application, Council officers will assess the application. Once the application is assessed, consent to undertake works in the easement will be issued and posted out to the applicant. If there are any issues that need to be investigated, Council's Civil Works Inspector will contact the applicant. **Please allow 20 working days for Council officers to assess the application.**

Once the consent is issued, the works must be inspected by Council's Civil Works Inspector throughout construction, prior to trench backfilling, and upon completion of the works. The consent (permit) is valid for three months.

Other things to consider prior to commencing work

1. ACCESS TO OTHER PROPERTIES

If the drainage works will require access to other properties, affected property owners/occupiers must be notified in writing at least two weeks prior to works commencing.

2. TRAFFIC MANAGEMENT

(May apply where works are also to be conducted on the Road Reserve)

Section 99A (3) of the *Road Safety Act 1986* requires that a person undertaking works on the road must have an approved Traffic Management Plan. It is recommended that a copy of the Traffic Management Plan be retained at the worksite at all times.

Arterial Roads

Drainage works on an arterial road will require a traffic management plan to be submitted and assessed by VicRoads along with any other permits required by VicRoads, prior to works commencing. Drainage works on a service road associated with an Arterial Road will require Traffic Management Plan to be submitted to and approved by Council's Transport Team.

Link / Collector Roads

Drainage works on a link or collector road will require a traffic management plan to be submitted and assessed by Council's Transport Team, prior to works commencing.

Local roads

Local roads do not require a traffic management plan to be submitted to Council.

Please refer to **Road List** at www.whitehorse.vic.gov.au/Forms-Engineering.html to establish if road is arterial, link, collector or local.

The owner/contractor is responsible for ensuring that appropriate traffic management is in place and a safe work site is maintained during the period of construction, as per the relevant Road Safety, OH&S, and Road Management Acts.

Part Road Closure

Where drainage works will require part road closure or part closure of nature-strip or footpath, an Application for Consent for Temporary Part Road Closure Form will need to be submitted and assessed by Council's Transport Team. There is a fee for this consent. To obtain an application form, please contact the Engineering and Environmental Services Department on 9262 6177 or visit www.whitehorse.vic.gov.au/Forms-Engineering.html

To find out more about the requirements for temporary part road closure and/or traffic management plans, please contact Council's Transport Team on 9262 6187.

How to book inspections once consent has been issued

For all inspections, contact the Engineering and Environmental Services Department on 9262 6177, at least three working days prior. ***Please be aware that the exact booking time you require may not always be available, depending on demand.***

Please note that the construction of every stormwater drainage system to the point of discharge from an allotment must be approved by the relevant Building Surveyor. That includes the construction of the on-site detention (if required). This permit does not cover any inspections related to the internal drainage or on-site detention systems.

1. Initial Inspection

Upon commencement of work you may wish to meet with the inspector to discuss the drainage works or any issues.

2. Construction Inspection(s)

Required throughout works, prior to trench backfilling, and for any formwork.

3. Final Inspection

Required upon completion of works, including reinstatement works.

If the works are satisfactory, a full refund of the security deposit bond will be authorised after the three month maintenance period has expired. It is recommended that you follow up with the Engineering and Environmental Services Department on 9262 6177, regarding the refund of the security deposit bond. Please allow approximately three weeks (from the three month expiry period) for the refund cheque to be sent out to you.

If the works are unsatisfactory, you will be contacted by Council's Civil Works Inspector.

Any and all conditions outlined by a VicRoads consent and/or Memorandum of Authorisation must be adhered to at all times while on site.

When is Council's contribution applicable?

A contribution from Council for the construction of outfall drainage is applicable where the drain is longer than 10 metres and will be available to service other properties. The contribution is calculated at \$60.00 per lineal metre, but does not include the first 10 metres.

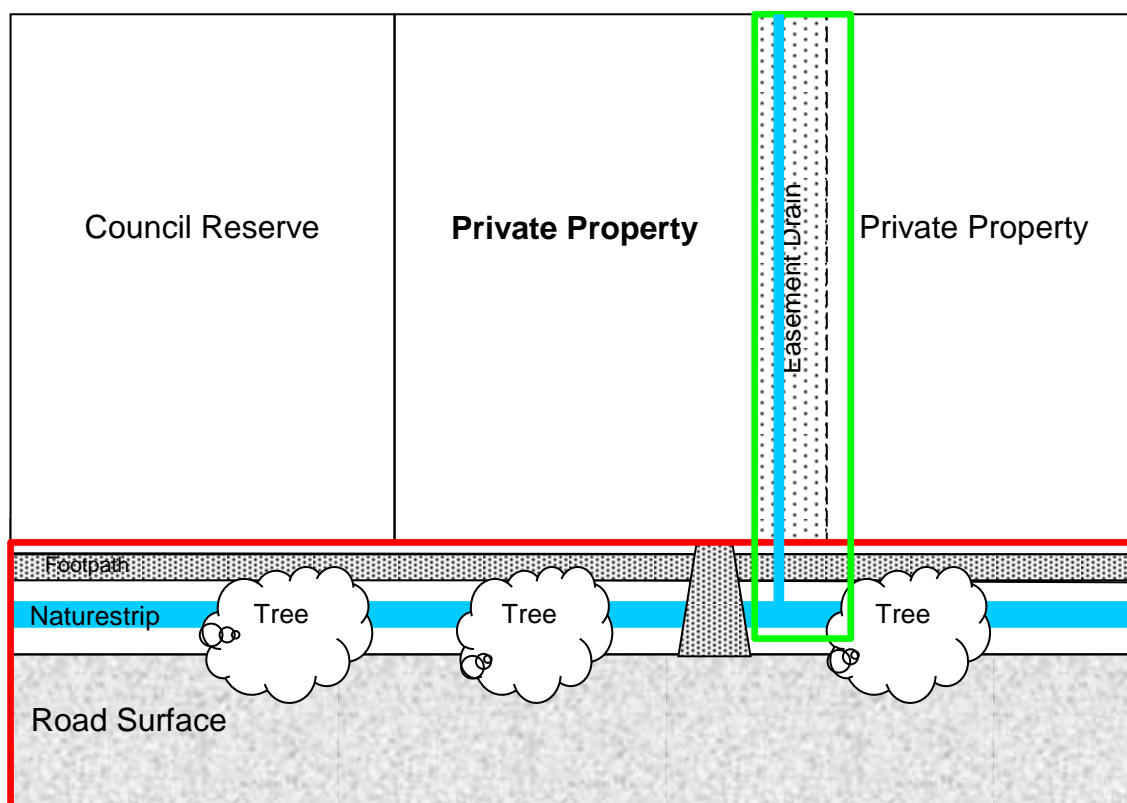
How to apply for Council's contribution

To claim Council's contribution, the applicant must **complete and lodge Drainage Policy No. 1 – Application Form**. The contribution will only be paid after the satisfactory completion of the works and the expiry of the three month maintenance period following the satisfactory final inspection.

Once Council has received the completed Drainage Policy No. 1 application form and the three month maintenance period has expired, Council's Civil Works Inspector will carry out a further final inspection. If this inspection is satisfactory, payment of Council's contribution will be arranged. Please allow approximately three weeks (from the three month expiry period) for the contribution cheque to be sent out to you.

To obtain a Drainage Construction Contribution Application Form, please contact the Engineering and Environmental Services Department on 9262 6177 or visit www.whitehorse.vic.gov.au/Forms-Engineering.html

Zone of Influence for Works that extend into Road Reserve



- Zone of influence for **Consent to Undertake Works in the Road Reserve (local roads and laneways) – For Arterial Roads contact VicRoads**
- Zone of influence for **Consent to Undertake Works in the Easement**
- Drainage pipes