



GUIDELINES FOR DRAINAGE WORKS IN THE ROAD RESERVE

These guidelines have been prepared to assist people wishing to connect stormwater drainage into the kerb and channel in the road reserve.

A permit (consent to undertake works in the road reserve) is required prior to any drainage works taking place in the road reserve within the City of Whitehorse. If the works are in/on an arterial road, VicRoads consent is required along with any and/or all permits desired by VicRoads. Once all VicRoads permits have been obtained an Application Form – Inspections for Various Permits must be submitted to Council.

If the works are in a heritage zone, a copy of the Planning permit is to be submitted with the application for Consent to Undertake Works in the Road Reserve.

How to apply

Consent to Undertake Works in the Road Reserve

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 Works in the Road Reserve 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

To obtain VicRoads consents, visit www.vicroads.vic.gov.au

What else is required with an application?

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

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.

a) \$348.00

This fee applies for works on Local roads;

b) \$638.30

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;

c) \$250.00

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.

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 a 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

This requirement is for drainage works that are associated with a planning permit (e.g. unit development, commercial development).

If the drainage works are associated with a planning permit, 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 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, if applicable.

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.

5. RELEVANT PERMITS

If the works are on an arterial road, a copy of any permits and/or letters issued by VicRoads must be submitted with your application for Consent to Undertake Works the Road Reserve.

If the works are in a heritage zone, a copy of the Planning permit is to be submitted with the application for Consent to Undertake Works in the Road Reserve.

Application Lodgement

Lodge your completed application, 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 road reserve 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 all documents have been submitted.***

Once the consent is issued, the works must be inspected by Council's Civil Works Inspector 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 affect access to other properties, affected property owners/occupiers must be notified in writing at least two weeks prior to works commencing.

2. TRAFFIC MANAGEMENT

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, prior to works commencing.

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. Construction Inspection(s)

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

2. Final Inspection

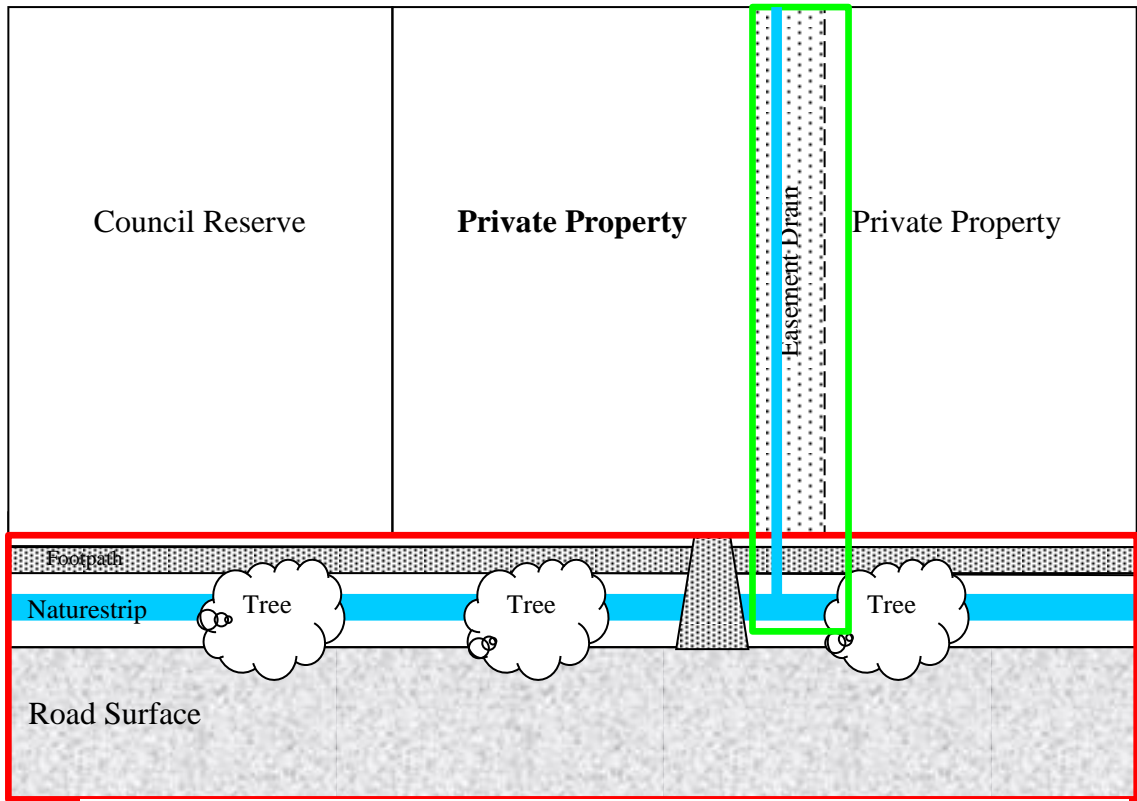
Required upon completion of works, including reinstatement works.




If the works are satisfactory, a full refund of the deposit bond will be authorised and a cheque will be posted out in the mail. Please allow approximately 3 weeks for the refund cheque to be sent out to you.

Any and/or all conditions outlined in VicRoads permits are to be adhered to at all times on site.

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

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