



GUIDELINES FOR SERVICE AUTHORITY WORKS AND CONTRACTORS UNDERTAKING SERVICE CONNECTIONS IN THE ROAD RESERVE

These guidelines have been prepared to assist people wishing to undertake service connections and service authority works in the road reserve.

Service connections include water tapping and sewer tapping.

Service authority works include water main renewals and installation of electrical and telecommunication cabling.

A permit (consent to undertake works in the road reserve) is required prior to any service connections or authority works taking place in the road reserve within the City of Whitehorse. If the works are to extend into a VicRoads/Arterial road, consent must be obtained from VicRoads as the Coordinating Road Authority prior to applying for a permit to Whitehorse City Council.

How to apply

Consent to undertake works in the road reserve

A property owner or contractor 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

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.

Consent fee will be one of the following:

- a) **\$137.30**
Minor (localised) works that are traffic impact works in the road reserve (less than 8.5m² of excavation area).
This fee applies for works on Local, 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;
- b) **\$237.00**
Minor (localised) works that are traffic impact works in the road reserve (less than 8.5m² of excavation area) for:
This fee applies for works on Arterial Road;
- c) **\$348.00**
Major works in the road reserve (more than 8.5m² of excavation area) for:
This fee applies for works on Local roads;
- d) **\$638.30**
Major works in the road reserve (more than 8.5m² of excavation area) for:
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;
- e) **\$250.00**
Major works in the road reserve (more than 8.5m² of excavation area) for any works in Arterial roads.
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.
 Security deposit bond is not required for service authority contractors e.g. contractors for Yarra Valley Water.

2. PUBLIC LIABILITY INSURANCE

The contractor carrying out the 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, 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
		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	

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 the consent is issued, the works must be inspected by Council’s Civil Works Inspector throughout works 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 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

Works on an arterial road will require a Traffic Management Plan to be submitted and assessed by VicRoads along with any other VicRoads permits required, prior to works commencing.

Link/collector roads

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 the **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 works will require part road closure or part closure of nature-strip or footpath, an ‘Application for Consent for Temporary Part Road Closure’ 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.**

1. Construction Inspection(s)

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

2. Final Inspection

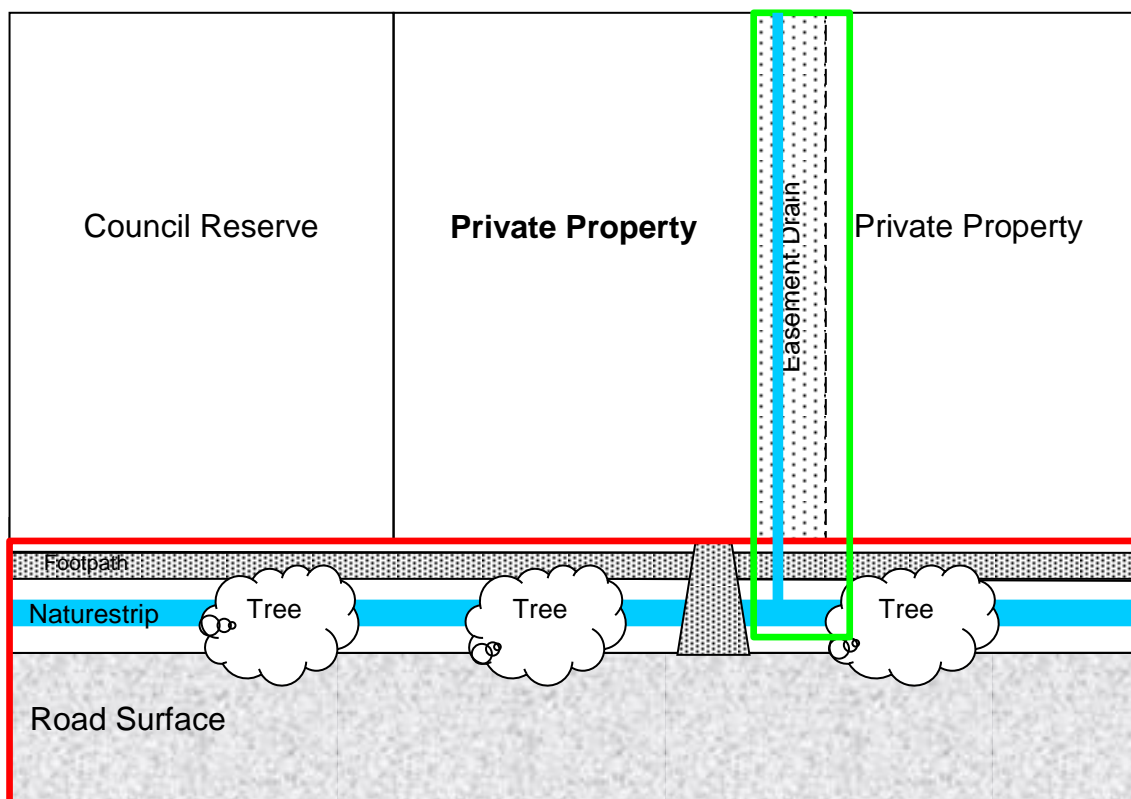
Required upon completion of works, including reinstatement works.

If the works are satisfactory, a full refund of the security 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.

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.

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)** VicRoads are the Coordinating Road Authority for Arterial Roads

— Zone of influence for **Consent to Undertake Works in the Easement**

— Drainage pipes