

**APPLICATION FORM – REQUEST FOR INSPECTION FOR VARIOUS PERMITS  
(Includes works on arterial roads)**



Application no.: (if known)	Issue date:
Consent fee: (Account PP/AST) \$200.00	TRIM no.:
Security deposit bond: \$ (Account PP/AST)	Date:
TOTAL: \$	Receipt no.:

You are required to book an inspection to establish the scope of works by contacting Engineering & Environmental Services Department on 9262 6177. Please allow a minimum of 3 working days' notice before the inspection is required. This is NOT Consent to carry out any works.

**Applicant – person paying supervision fee**

Name: _____ Address: _____ Suburb: _____ Postcode: _____ Contact person: _____ Email: _____ Telephone (BH): _____ Facsimile: _____ Mobile or AH telephone: _____	How would you prefer to receive your Permit?  <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Fax
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**Details of work – Works on a VicRoads road and/or additional site inspection**

Site address: \_\_\_\_\_

Type of work (attach approval):  
 Service connection     Drainage connection     Construction of outfall drain  
 Minor works     Vehicle crossing     Other works, specify: \_\_\_\_\_

Working on what part of the road?  
 Roadway     Footpath     Nature-strip  
 Centre median     Other (please specify) \_\_\_\_\_

Please indicate if any Council assets will be affected by the proposed works:  
 Painted or constructed parking bays     Drainage     Street signs  
 Street tree     Other, specify \_\_\_\_\_  
**Note:** A tree is considered to be affected if excavation will be required beneath the tree canopy and/or within 3m of the proposed works. Council's Arborist must assess any affected tree prior to the issuing of any consent / permit.

Non Council assets affected:  
 Power/Light Pole     Telstra asset (pit, tower, etc)     Fire Hydrant  
 Gas Main     Other, specify \_\_\_\_\_  
**IF ANY IN THIS SECTION ARE SELECTED, AUTHORITY CONSENT REQUIRED PRIOR TO SUBMITTING APPLICATION**

**Person carrying out work**

Contractor's name: \_\_\_\_\_  
 ABN: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Telephone (BH): \_\_\_\_\_  
 Mobile or AH telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email address: \_\_\_\_\_

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### Public Liability Insurance Details (copy must be submitted with this application form)

Does the contractor have public liability insurance?       Yes     No  
 Amount of public liability cover: \$ \_\_\_\_\_ (must be a minimum of \$10million cover)  
 Name of public liability company: \_\_\_\_\_

### Notes

1. Please be aware that you may require additional permits from other Council departments and other authorities.
2. Please allow additional time for processing of the relevant permits. (In some instances this may add an additional 10 working days).

### Attachments

Please Attach (if applicable):	Attached?
1. VicRoads MOA	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. VicRoads consent to undertake works in the road reserve (arterial roads only)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. A copy of your site traffic management plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. A certificate of currency of public liability insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Civil works (drainage) plan approved by development approval engineer	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Consent for temporary part road closure	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Endorsed plan (if works are part of a development e.g. units, commercial)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Planning permit (vehicle crossings on arterial road or heritage overlay)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please note: failure to attach relevant documentation may result in delays in the processing of your application, or refusal. For further information on documentation required with your application, please check relevant Guidelines. Guidelines can be obtained from the Civic Centre or online at [www.whitehorse.vic.gov.au/Forms-Engineering](http://www.whitehorse.vic.gov.au/Forms-Engineering) , or by contacting the Engineering and Environmental Services Department on 9262 6177.

### Vehicle Crossing Application Addendum

#### Complete this section for Vehicle Crossings only

Please provide drawing of site (not to scale) showing proposed crossing location in relation to all Council and public authority assets such as trees, drains /drainage pits, poles, signs, water, electrical, and telecommunication services, as well as vehicle crossings to adjoining properties, preferably with dimensions:

#### PLEASE TICK RELEVANT BOXES

Is there an existing vehicle crossing at this property which is proposed to remain?       Yes     No

#### Type of crossing proposed to be constructed:

- Multiple crossings into the property      No: \_\_\_\_\_ Width of property: \_\_\_\_\_ (Properties less than 20m wide are unlikely to have a second vehicle crossing approved)
- Single vehicle crossing less than 3.6m wide
- Relocate existing crossover
- Crossover greater than 3.6m wide      Width? \_\_\_\_\_

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Does a planning permit apply for this crossing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide planning permit number: WH/_____		
(A copy of the endorsed plan <b>must</b> be attached. A search fee is applicable for Council to search details of a planning permit. Contact Council's Planning and Building Department on 9262 6303).		
Is there a heritage overlay on the road where crossing is to be constructed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
To find out if there is a heritage overlay, contact Council's Planning and Building Department on 9262 6303. If yes, a planning permit will be required. For further information, refer to Planning and Building Department.		

### Conditions of Inspection

Consent for works to be undertaken by the nominated works manager, if granted, will be subject to the works being conducted in accordance with the details contained within this application whilst meeting the requirements of the *Road Management Act 2004*, the *Road Safety Act 1986* and their associated Regulations and Codes of Practice and the conditions of consent outlined below.

1. The granting of the consent does not exempt the proponent from the requirements of other Commonwealth and state legislation or policy.
2. The proponent shall conduct the works in accordance with the requirements of the Code of Practice for Managing Utility and Road Infrastructure in Road Reserves and the Code of Practice for Worksite Safety – Traffic Management in Road Reserves.
3. The proponent acknowledges and agrees that its entry and occupation of the site and the carrying out of the works is entirely at its own risk and responsibility in all respects.
4. The proponent shall conduct works in a manner that protects the safety of the general public.
5. The proponent shall indemnify Whitehorse City Council against all liability arising out of the works undertaken, the failure to reinstate any roads to their prior condition, where the Proponent or its agents have been negligent in their performance of the work.
6. 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. This permit does not provide approval for any of the internal stormwater drainage system or 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.
7. The proponent shall conduct all works in accordance with the approved plans and specifications.
8. Traffic management shall be conducted in accordance with a traffic management plan prepared in accordance with the Road Safety Act, Code of Practice for Worksite Safety – Traffic Management and other relevant legislative requirements. Safe alternative arrangements shall be provided for pedestrians and cyclists where necessary.
9. The proponent must reasonably satisfy itself of the location of any existing underground infrastructure that may be affected by the proposed works, consult with any affected infrastructure managers, and take any necessary precautions to minimise the impact on that infrastructure.
10. The proponent must ensure that the works are directly supervised at all times by adequately trained and competent staff.
11. Whilst undertaking the works, the proponent must protect and preserve existing roadside vegetation and site of biological significance within the road reserve.
12. The proponent shall, as far as is practicable, provide temporary reinstatement for works at the end of each day and where not practicable, provide secure safety barriers to prevent entry of the public onto the work site.
13. The proponent shall, as far as is practicable, undertake work practices which prevent windblown rubbish, mud, dust and other environmental pollutants from leaving the site and impacting on surrounding areas. Any pollutants which escape the site are to be cleaned up daily.
14. The Proponent shall reinstate all road infrastructure damaged as a result of the works as soon as reasonably practicable, to the requirements of Whitehorse City Council Standard Specification. Copies can be obtained from the Engineering and Environmental Services Department, telephone 9262 6177 or at <http://www.whitehorse.vic.gov.au/Protecting-Councils-Assets.html>. Any requirements outlined by VicRoads must also be adhered to at all times
15. The proponent shall be responsible for any reinstatement works for a period of 12 months from their final completion (including any associated repairs to the road infrastructure).
16. The Proponent shall provide two weeks advance notice to the public and other authorities, where affected by the works.
17. Where access to abutting properties is affected, the proponent shall consult with the property occupiers prior to the commencement of the works, and provide for safe and reasonable alternative access arrangements during the works.
18. The works must be covered by a public risk insurance policy with a minimum cover of \$10,000,000 indemnifying Whitehorse City Council & VicRoads, against claims for damage or injury arising from the works.
19. The consent, if given, is in accordance with the information contained in the application and the conditions outlined above. Should the proponent wish to amend any item contained within the application, the proponent must discuss the proposed variation with VicRoads and obtain approval in writing for such variation. Written consent must then be supplied to Whitehorse City Council

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### ADDITIONAL CONDITIONS FOR NON-UTILITIES

20. The proponent must not pour any concrete or backfill any drainage works until Council has inspected the site. A Council inspection must be arranged at the following works stages:
- a. The base, formwork and reinforcement placement (if any) for concrete works.
  - b. Drainage works prior to trench backfilling.
- Inspections can only be carried out between 9.30am and 1.30pm Monday to Friday.  
A minimum of three working days' notice shall be given to Council before inspections are required.  
To book inspections, please call the Engineering and Environmental Services Department, telephone 9262 6177.**
21. Vehicle crossings shall be constructed in accordance with Council's specification and relevant standard drawings. These are available from the Engineering and Environmental Services Department, telephone 9262 6177. All of the relevant forms and guidelines are available on the Council's website <http://www.whitehorse.vic.gov.au/Protecting-Councils-Assets.html>
22. Thrust boring shall be used to lay services under concrete and bituminous surfaces.
23. The proponent shall reinstate the work in accordance with Council's specifications and to Council's satisfaction.
24. Should the Proponent fail to comply with any of these conditions, Council may, without reference to the proponent, carry out any work deemed necessary to reinstate the site to its pre-existing condition. Any costs incurred by Council will be at the proponent's direct expense.
25. Please note that under Whitehorse City Council Community Local Law 2014, Clause 3.7 the property owner is responsible for ensuring that a Vehicle Crossing is properly constructed and is not a hazard to the general public. Any consents are to be disclosed to property owners to ensure that they are informed about the conditions of the consent.
26. If the works are unsatisfactory the proponent will be required to carry out any works deemed necessary.

### FURTHER MATTERS FOR THE PROPONENT'S CONSIDERATION

#### This is not a condition of Consent

Before commencing work in the Road Reserve, there may be a need to obtain permits and approvals from other Authorities. These may include:

Electricity no-go zones – Electricity Supply Authority; vegetation clearance – Department of Sustainability and Environment or local council planning permit; planning permit – local council; speed reduction through site; VicRoads Arterial Roads

### Privacy Statement

The personal information requested on this form is being collected for the purpose of processing this application and is required under Council's Community Local Law No. 1. The personal information will be used solely by Council for that primary purpose and will not be disclosed to any other party except as required by Law. If you fail to provide this information your transactions with Council cannot be processed. The applicant understands that they may access the information by contacting Council's Privacy Officer on 9262 6413.

### Signature

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read and understood the attached Conditions of Consent*

### Application lodgement and payment

✉ Mail	♂ ♀ In Person	✉ Email	☎ Fax
(Including cheque made payable to City of Whitehorse) <b>Locked Bag 2 Nunawading Delivery Centre NUNAWADING VIC 3131</b>	<b>Whitehorse Civic Centre 379 Whitehorse Road Nunawading</b> (Cashiers are open 8.30am-4.45pm)	<b>customer.service@whitehorse.vic.gov.au</b>  <small>Note: if lodging application by fax or email, please include Credit Card Payment Form, which can also be downloaded at <a href="http://www.whitehorse.vic.gov.au/Forms-Engineering.html">www.whitehorse.vic.gov.au/Forms-Engineering.html</a></small>	<b>9262 6490</b>