



Receipt No. :

# 2021/22 Temporary Part or Full Road Closure Application Form and Consent

*includes local roads, laneways and footpaths & nature-strips*

**Seeking consent pursuant to:**

Section 48, schedule 7, clause 16 of the *Road Management Act 2004 (Act)* for works on a public road under the Act and/or *the Local Government Act 1989* for works not on a public road under the Act and the (Whitehorse) *Community Local Law 2014* for works whether or not on a public road under the Act.

For temporary full or part road closure of an 'Arterial Road' road reserve, the Department of Transport's consent, as the co-ordinating road authority under the *Road Management Act 2004*, is required.

Pursuant to regulation 18 of Road Safety (Traffic Management) Regulations 2019, Council is authorised to give consent for the erection of a temporary 40 km/h speed limit sign for temporary road closures.

**Please allow at least five (5) business days to process this application.**

**A TRAFFIC MANAGEMENT PLAN PREPARED BY A SUITABLY QUALIFIED TRAFFIC MANAGEMENT PERSON/COMPANY MUST BE SUBMITTED WITH THIS APPLICATION.**

<b>Applicant's name</b>			
<b>Company name (if applicable)</b>			
<b>Applicant or Company address</b>	<b>Street:</b>		
	<b>Suburb:</b>	<b>Postcode:</b>	
<b>Email address</b>			
<b>Phone numbers</b>	<b>Mobile:</b>	<b>Business hours:</b>	

<b>Type of closure</b> <i>(please tick)</i>	<input type="checkbox"/> <b>Full Road Closure</b>	<input type="checkbox"/> <b>Part Road Closure</b>
<b>Name and suburb of road to be closed</b>	<b>Street Name</b>	<b>Suburb</b>
<b>Section of road to be closed</b> <i>(i.e. nearest intersection or street number)</i>	<b>From:</b>	<b>To:</b>
<i>If car spaces will be occupied under this closure, please refer to page 2 of this form.</i>		

<b>Type of works to be conducted</b>	
<i>An Asset Protection Permit may be required if any Council assets (nature-strip, kerb and channel, footpath and road) are likely to be impacted by the works. For example, when using a mobile crane.</i>	

<b>Number of closure days required within a one week period</b> <i>(Maximum 7 closure days permitted per application form)</i>	<b>No. of days</b>	
<b>Dates of closure</b>		
<input type="checkbox"/> <b>Monday</b> / / 20	<input type="checkbox"/> <b>Tuesday</b> / / 20	<input type="checkbox"/> <b>Wednesday</b> / / 20
<input type="checkbox"/> <b>Thursday</b> / / 20	<input type="checkbox"/> <b>Friday</b> / / 20	<input type="checkbox"/> <b>Saturday</b> / / 20
		<input type="checkbox"/> <b>Sunday</b> / / 20
<b>Times of closure</b>	<input type="text"/> : <input type="text"/> <b>am/pm</b> <i>Start time</i>	<input type="text"/> : <input type="text"/> <b>am/pm</b> <i>Finish time</i>

**Note:**

*Any additional days of closure will require another road closure application form.*

*For **changes of date**, the applicant must apply to Council's Transport Team via [road.closures@whitehorse.vic.gov.au](mailto:road.closures@whitehorse.vic.gov.au) at least **3 business days** prior to any temporary road closure. If consent for the change of date is given, the applicant must notify the community at least 2 business days prior to the proposed road closure.*

## Road Closure Application and Parking Occupation Fees

<b>Road Closure Application Fee (non-refundable)</b>		
Road Closure Application Fee x Number of Days Required	<b>\$353.20</b> x _____ Number of Days	\$
Administration Fee		<b>\$ 95.00</b>
<b>Sub-Total A</b>		<b>\$</b>

<b>Parking Occupation Fees</b> (the below fees are applicable if car parking spaces will be temporarily occupied)		
On-Street Parking Spaces - \$8.50 per space per day	\$8.50 x _____ space/s x _____ day/s	\$
Off-Street Parking Spaces* - \$8.50 per space per day	\$8.50 x _____ space/s x _____ day/s	\$
<b>Sub-Total B</b>		<b>\$</b>

*\*Applies to off-street carparks*

Ticketed Parking On-Street - \$40.00 per space per day	\$40 x _____ space/s x _____ day/s	\$
Ticketed Parking Off-Street* - \$40.00 per space per day	\$40 x _____ space/s x _____ day/s	\$
<b>Sub-Total C</b>		<b>\$</b>

*\*Applies to off-street carparks*

<b>TOTAL FEE</b> (GST included)	<b>\$</b>
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### Application Methods

The completed application form and traffic management plan **MUST** be lodged together, with the appropriate fees paid at the time of lodging, via the following (please note that consent will not be provided until payment is made).

Method	Via
Email	Application and Credit Card Payment Form must be sent as <b>two (2) separate</b> attachments in an email to <a href="mailto:customer.service@whitehorse.vic.gov.au">customer.service@whitehorse.vic.gov.au</a> A credit card processing fee of 0.60% will be added to the total payment amount, debit cards are free of charge. These rates are reviewed annually, please refer to our website for updated rates.
In person	Nunawading Civic Centre, 379 Whitehorse Road, Nunawading; 9am – 5pm; Monday to Friday <ul style="list-style-type: none"> <li>Cheque (payable to Whitehorse City Council)</li> <li>EFTPOS, Credit card (Visa or Mastercard)</li> <li>Cash</li> </ul> A credit card processing fee of 0.60% will be added to the total payment amount, debit cards are free of charge. These rates are reviewed annually, please refer to our website for updated rates.

Enquiries: Transport Team  
 Engineering and Investment Department - Whitehorse City Council  
 Phone: 9262-6177

## Conditions of Consent for Temporary Part or Full Road Closure

1. It is, and remains, the responsibility of the relevant infrastructure or works manager to ensure that the works in, on, under or over the road for which consent is given are conducted in accordance with a traffic management plan that complies with the requirements of the *Road Management Act 2004 (Act)*, section 99A of the *Road Safety Act 1986 (RSA)*, the *Road Management (Works and Infrastructure) Regulations 2015 (Regulations)*, the Management of Infrastructure in Road Reserves Code of Practice and the Worksite Safety – Traffic Management Code of Practice (**Codes**). Without limitation, it is, and remains, the duty of the relevant infrastructure or works manager (as the person responsible for the works), in accordance with the relevant traffic management plan, to minimise any disruption to road users and any risk to the safety and property of road users, workers, contractors and the general public.
2. Nothing in this consent is to be construed as constituting an approval by Council that any traffic management plan lodged with an application for consent under section 48 schedule 7 clause 16(1) of the Act is, or has been, approved by Council as complying with the requirements of the Act, the RSA, the Regulations or the Codes, or is otherwise suitable and appropriate to ensure that the relevant infrastructure or works manager fully and properly discharges any and all relevant duties imposed on the relevant infrastructure manager or works manager under the Act, the RSA, the Regulations and the Codes.
3. Upon request, a copy of this consent must be provided to a Council officer from the person/persons undertaking the activity on behalf of the applicant. A copy of this consent must be kept onsite.
4. The works for which consent is given must be covered by an appropriate Public Liability Insurance Policy with a minimum cover of \$20 million dollars in respect of a single occurrence. A copy of the certificate of currency in respect of the public liability insurance policy must be provided to Council upon request.
5. Consent to undertake works in the road reserve is required for any works in the road reserve. Please contact the Engineering and Investment Administration Team on 9262 6177 to obtain the permit.
6. A Memorandum of Consent from Department of Transport must be obtained for the use, installation and removal of Major Traffic Control Items (MTCI) other than a temporary 40 km/h speed limit sign.
7. Traffic management at the time of the closure must be in accordance with the *Road Management Act 2004 – Worksite Safety – Traffic Management Code of Practice*, Australian Standard (AS 1742.3) and Department of Transport guidelines.
8. The relevant infrastructure or works manager must obtain all such other approvals, consents or permits as may be required in relation to the works, including the necessary approvals from the Department of Transport (Public Transport Division) and public transport operators, and other users that may be affected by the works.
9. The relevant infrastructure or works manager must provide at least 2 business days written notice to the owners and occupiers of all properties that are or may be affected by the works. Where access to abutting properties is affected, the relevant infrastructure or works manager must consult with the property occupiers prior to the commencement of the works, and provide for safe and alternate access arrangements during the works.
10. Under no circumstances are vehicles permitted on the nature-strips or footpaths or unduly interfere with normal pedestrian use of the street. If pedestrian traffic marshals are required, a sufficient number of marshals must be provided to ensure the safety of pedestrians and the public.
11. Noise must be kept to a reasonable level and in accordance with EPA regulations and requirements so as to not cause any annoyance or nuisance to other persons.



\*\*\* must be a separate attachment on your email \*\*\*



## Credit Card Payment Request Form Temporary Road Closure Applications Only

### ROAD CLOSURE DETAILS:

Type of closure <i>(please tick)</i>	<input type="checkbox"/> Full Road Closure	<input type="checkbox"/> Part Road Closure
Name and suburb of road to be closed	Street Name	Suburb
Dates of closure		
<input type="checkbox"/> Monday / / 20	<input type="checkbox"/> Tuesday / / 20	<input type="checkbox"/> Wednesday / / 20
<input type="checkbox"/> Thursday / / 20	<input type="checkbox"/> Friday / / 20	<input type="checkbox"/> Saturday / / 20
		<input type="checkbox"/> Sunday / / 20

### PAYMENT DETAILS: (Please use CAPITAL LETTERS)

Name (as shown on credit card)		
Company name (if applicable)		
Applicant or Company address	Street:	
	Suburb:	Postcode:
Email address		
Phone numbers	Mobile:	Business hours:

#### Account RC 141

Road Closure Application Fee	<b>Sub-Total A</b> <i>(from page 3)</i>	\$
Parking Occupation Fees (On-Street/ Off-Street Parking Spaces)	<b>Sub-Total B</b> <i>(from page 3)</i>	\$
	<b>Total</b>	\$

#### Account RC 076

Ticketed Parking (On-Street/ Off-Street Parking Spaces)	<b>Sub-Total C</b> <i>(from page 3)</i>	\$
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<b>Total Payment</b> <i>To be debited</i> (GST included)	\$
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Card type:  **Visa**      **Mastercard**      (Please circle)

Card no:

*(Please note that American Express and Diners Club cards are not accepted)*

**A credit card processing fee of 0.60% will be added to the total payment amount, debit cards are free of charge. These rates are reviewed annually, please refer to our website for updated rates.**

Expiry Date: ..... / 20.....      Signature: .....      Date: ..... / ..... / 20.....

The personal information requested on this form is necessary for the assessment of this application for a temporary part/full road closure under the *Road Management Act 2004* and/or the *Local Government Act 1989*. This information will be used solely by Council for that /those primary purposes. The intended recipients of the information are Council officers. Individuals have a right to seek access to their personal information held by Council and may make corrections to that information by contacting Council's Transport Team on 9262-6177. You may view Council's Privacy Policy on our website [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au) or obtain a copy from any of the Council offices.