

**WHITEHORSE
CITY COUNCIL**

PROCEDURES FOR WORK ON AND PROTECTION OF COUNCIL ASSETS

WHITEHORSE CITY COUNCIL
PROCEDURES FOR WORK ON AND PROTECTION OF COUNCIL ASSETS

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1. Definitions

In these Procedures, unless inconsistent with the context:

Act means the *Local Government Act* 1989.

asset protection permit means a permit issued by Council under clause 3.5;

authorised officer means a person appointed by Council under sections 224 or 224A of the Act;

bond means a sum of money, or another means of security acceptable to Council, the amount of which has been determined by Council, after taking account of -

- (a) the nature of the building work;
- (b) likely costs that would be incurred for repairs to Council infrastructure assets;
- (c) if damage does occur to them, during or as a result of the building work;
- (d) requirements which are commonly applied in comparable situations; and
- (e) any relevant Act, regulation or government policy directives;

builder means a person to whom a building permit has been issued under the *Building Act* 1993;

building work means work for which a building permit is required to be issued under the *Building Act* 1993;

Coordinating Road Authority in relation to a road, means the road authority which has coordination functions as determined in accordance with the Road Management Act Section 36

Council means Whitehorse City Council.

Council asset means any -

- (a) road;
- (b) drain;
- (c) drainage infrastructure;
- (d) footpath
- (e) nature strip
- (e) street tree or other vegetation; or
- (f) street sign; or
- (g) other property or assets vested in and or under the control of Council;

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Council land means any land or road owned, vested in, managed by or under the control of Council and includes any building, structure, street sign, fence, tree and plant situated on that land;

Council building means any building owned, occupied or under the control of Council.

Council land means any land vested in or under the control of Council, including reserves, watercourses, reservations and the like, and includes a road vested in or under the care and management of Council.

nuisance includes any behaviour or condition which is or is liable to be dangerous to health or is noxious, annoying or injurious to personal comfort.

occupier includes a resident, and in relation to land which has a lot entitlement or lot liability in respect of common property the Owners Corporation created upon the registration of a Plan of Subdivision affecting that land.

owner has the meaning ascribed to it by section 3 of the Act.

penalty unit has the meaning ascribed to it by section 110 of the *Sentencing Act* 1991.

person has the meaning ascribed to it by section 34 of the *Interpretation of Legislation Act* 1984.

premises means any land in separate ownership or occupation and includes a shop, dwelling or a factory or part thereof as may be separately owned or occupied.

permit means a permit, authorised or required under this Local Law;

person includes a corporation;

person in charge means:

- (a) a person in charge of a building site or land where building works are to be carried out; or
- (b) a person who causes building works to be carried out; or
- (c) the owner of the building site and in the case of a company, each director of the company

redundant vehicle crossing means a vehicle crossing no longer required for vehicular access to land, or vehicle crossing not approved by Council;

road has the meaning ascribed to it by section 3 of the Act and includes every part of a road.

vehicle includes any conveyance propelled or drawn by animal, mechanical, electrical or other power, but excludes a bicycle, a skateboard, roller blades, roller skates or similar;

vehicle crossing means a Council approved constructed surface between the property boundary and roadway required for vehicular access to land;

2. Protection and Use of Drains

Upon detection of a breach of this section of the Local Law, an authorised officer may issue a Notice to Comply directing the property owner, the occupier or person responsible to rectify the behaviour so that the behaviour no longer breaches the Local Law.

If the Notice to Comply has not been complied with or if the breach warrants, an authorised officer may issue an infringement notice on the property owner, occupier or person responsible for the behaviour. In urgent circumstances, enforcement proceedings can be commenced without the issuance of a Notice to comply,

If a drain remains in contravention of the Local Law provision, an authorised officer may arrange to have the drain reinstated with all costs including administration, being the responsibility of the property owner, occupier or persons or persons responsible.

2.1 Procedures for drainage works in an easement

These procedures have been prepared to assist people wishing to carry out drainage works within a property easement. These procedures and permits required for undertaking drainage works in easements are available on Councils website.

A permit (consent to undertake works in an 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 an 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 Investment Department on 9262 6177 or visit

<https://www.whitehorse.vic.gov.au/>

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 an application for consent to undertake works in the easement:

FEES

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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 to undertake drainage works in the easement. The security deposit bond is held by Council in a non-interest earning account. The consent fee is determined by Council on a yearly basis as part of the annual budget process.

Council reserves the right to determine the value of the security deposit bond based on the scope of works.

Where drainage works are extending into the road reserve and 2 application forms are required (Consent to Undertake Works in an Easement and Consent to Undertake Works in the Road Reserve), only one consent fee and one security deposit bond is required.

APPROVED LEGAL POINT OF DISCHARGE (LPOD)

Information and procedures about legal Points of discharge are provided in Clause 3 of these Procedure for Work on and protection of Council's Assets.

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 an application and a checklist on the full requirements for submission of drainage plans, please contact the Engineering and Investment Department on 9262 6177 or visit <https://www.whitehorse.vic.gov.au/>

Please provide a copy of the approved, stamped plan with your application for Consent to Undertake Works in an Easement.

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.

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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 in an Easement.

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 an Easement.

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)	Whitehorse Civic Centre	customer.service@whitehorse.vic.gov.au	9262 6490
Locked Bag 2	379-399 Whitehorse Road		
Nunawading Delivery Centre	Nunawading		
NUNAWADING VIC 3131			

On receiving an application, council officers will assess and decide on your application. If the application is approved, consent to undertake works in an easement will be issued and posted 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, including prior to trench backfilling and upon completion of the works. The consent (permit) is valid for 3 months.

Other things to consider prior to commencing work

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 2 weeks prior to works commencing.

TRAFFIC MANAGEMENT

(Applies where works are 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 by the Coordinating Road Authority. A copy of the approved Traffic Management Plan must 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 approved by VicRoads, prior to works commencing. Drainage works on a service road

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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 approved 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

<https://www.whitehorse.vic.gov.au/>

to establish if road is an arterial, link, collector or local road.

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

Part Road Closure

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

<https://www.whitehorse.vic.gov.au/>

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 a consent to undertake drainage works in an easement has been issued

For all inspections outlined below, contact the Engineering and Investment Department on 9262 6177, at least three working days prior to the work commencing to arrange an inspection by council's inspector. ***The booking time you request may not always be available depending on demand.***

Initial Inspection

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

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Construction Inspection(s)

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

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 a 3 month maintenance period has expired. It is recommended that you contact the Engineering and Investment Department on 9262 6177, to arrange the refund of the security deposit bond. Allow approximately 3 weeks (from the 3 month maintenance period) for the refund cheque to be sent to you.

If the works are unsatisfactory, you will be contacted by Council's Civil Works Inspector who will advise what rectification works are required.

Any and all conditions set by VicRoads must also be adhered to at all times on site.

When is a Council contribution towards an outfall drain in an easement applicable?

Council may contribute towards the cost of an outfall drain under certain circumstances. A contribution from Council for the construction of outfall drainage applies where the drain is longer than 10 metres and will be available to service other properties. Council's contribution is calculated at \$60.00 per lineal metre, but does not include the first 10 metres. A contribution is payable in accordance with Drainage Policy No 1.

How to apply for Council's contribution to an outfall drain in an easement

To claim Council's contribution, the applicant must **complete and lodge a Drainage Policy No. 1 – Application Form (attached as Appendix 3)**. The contribution will only be paid after the satisfactory completion of the works and the expiry of a 3 month maintenance period following the satisfactory final inspection.

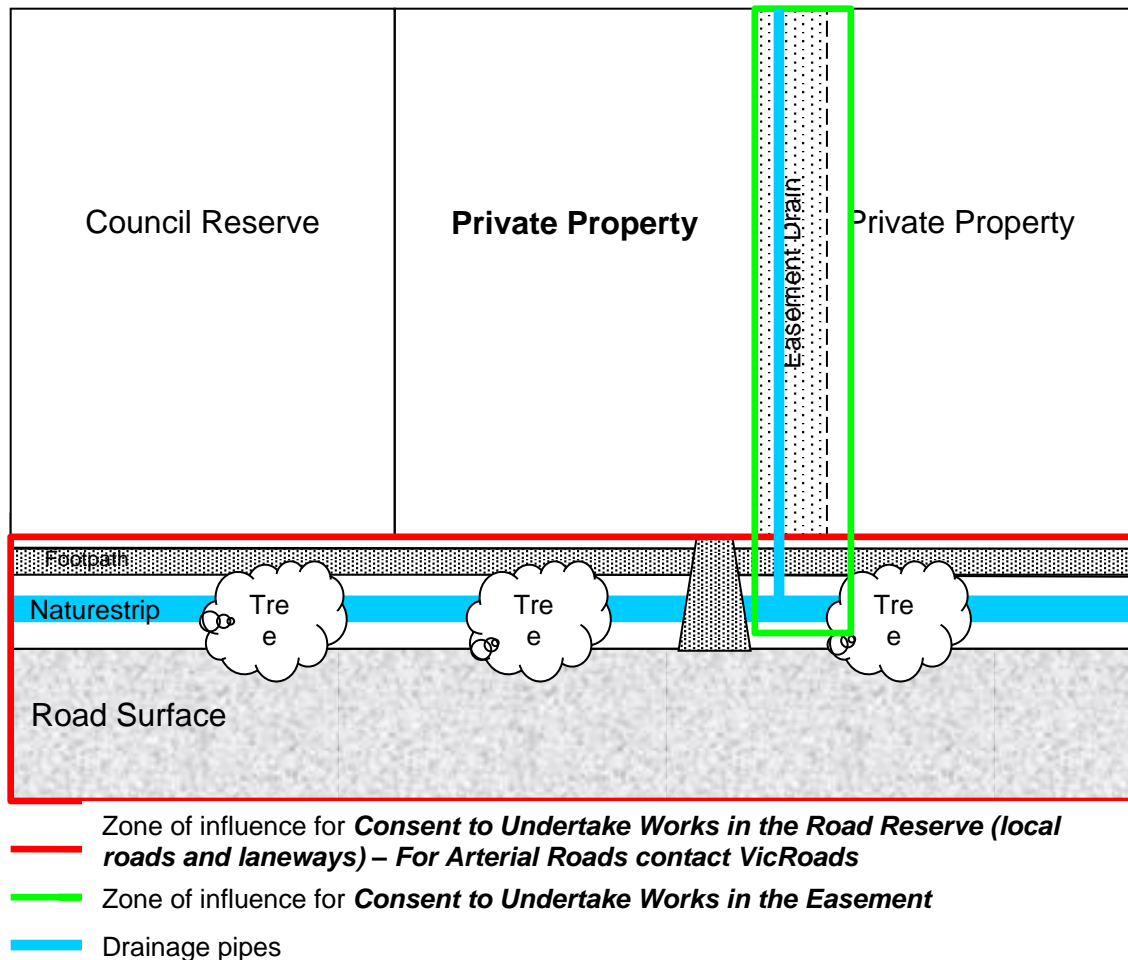
Once a 3 month maintenance period has expired, Council's Civil Works Inspector will carry out a further final inspection. If the work is still satisfactory, payment of Council's contribution will be arranged. Allow approximately 3 weeks (from the 3 month maintenance period) for the contribution cheque to be sent to you.

To obtain a **Drainage Construction Contribution Application Form**, please contact the Engineering and Investment Department on 9262 6177 or visit <https://www.whitehorse.vic.gov.au/>

Zone of Influence for drainage works in an easement

The zone of influence shown below is representing the area covered by the Consent to Undertake Drainage Works in an Easement, marked in green. If the zone of influence for works extends into the Road Reserve (marked in red), only 1 application form and Consent is required for drainage works in an easement.

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2.2 Application form for consent to undertake drainage works in easement

The application form is included as Appendix 1

2.3 Conditions under which a consent to undertake drainage works in easement is granted

The conditions under which a consent to undertake drainage works in the easement is granted are included as Appendix 2

3. Procedures for drainage works in the road reserve (drainage tapping)

These procedures have been prepared to assist people wishing to connect stormwater drainage into the kerb and channel in the road reserve. These procedures and permits required for undertaking drainage works in easements are available on Council's website.

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

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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 Investment Department on 9262 6177 or visit <https://www.whitehorse.vic.gov.au/>

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

What else is required with an application?

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

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 to undertake works in the road reserve (drainage tapping). The security deposit bond is held by Council in a non-interest earning account. The consent fee is determined by Council on a yearly basis as part of the annual budget process.

Council reserves the right to determine the value of the security deposit bond based on the scope of works.

APPROVED LEGAL POINT OF DISCHARGE (LPOD)

Information and procedures about legal Points of discharge are provided in Clause 3 of these Procedure for Work on and protection of Council's Assets.

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 an application and a checklist on the full requirements for submission of drainage plans, please contact the Engineering and Investment Department on 9262 6177 or visit <https://www.whitehorse.vic.gov.au/>

Please provide a copy of the approved, stamped plan with your application for Consent to Undertake works on a road reserve (drainage tapping).

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.

RELEVANT PERMITS






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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)	Whitehorse Civic Centre	customer.service@whitehorse.vic.gov.au	9262 6490
Locked Bag 2	379-399 Whitehorse Road		
Nunawading Delivery Centre	Nunawading		
NUNAWADING VIC 3131			

On receiving an application, council officers will assess and decide on your application. If the application is approved, consent to undertake works in the road reserve will be issued and posted 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 throughout construction, including prior to trench backfilling and upon completion of the works. The consent (permit) is valid for 3 months.

Other things to consider prior to commencing work

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 2 weeks prior to works commencing.

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 by the Responsible Road Authority. A copy of the approved Traffic Management Plan must 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 approved 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 approved 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

<https://www.whitehorse.vic.gov.au/>

to establish if road is arterial, link, collector or local.

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

Part Road Closure

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

<https://www.whitehorse.vic.gov.au/>

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.

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How to book inspections once a consent to undertake works (drainage tapping) on the road reserve has been issued

For all inspections outlined below, contact the Engineering and Investment Department on 9262 6177, at least three working days prior to the work commencing to arrange an inspection by council's inspector. ***The booking time you request may not always be available depending on demand.***

Construction Inspection(s)

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

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 in the mail. Allow approximately 3 weeks for the refund cheque to be sent to you.

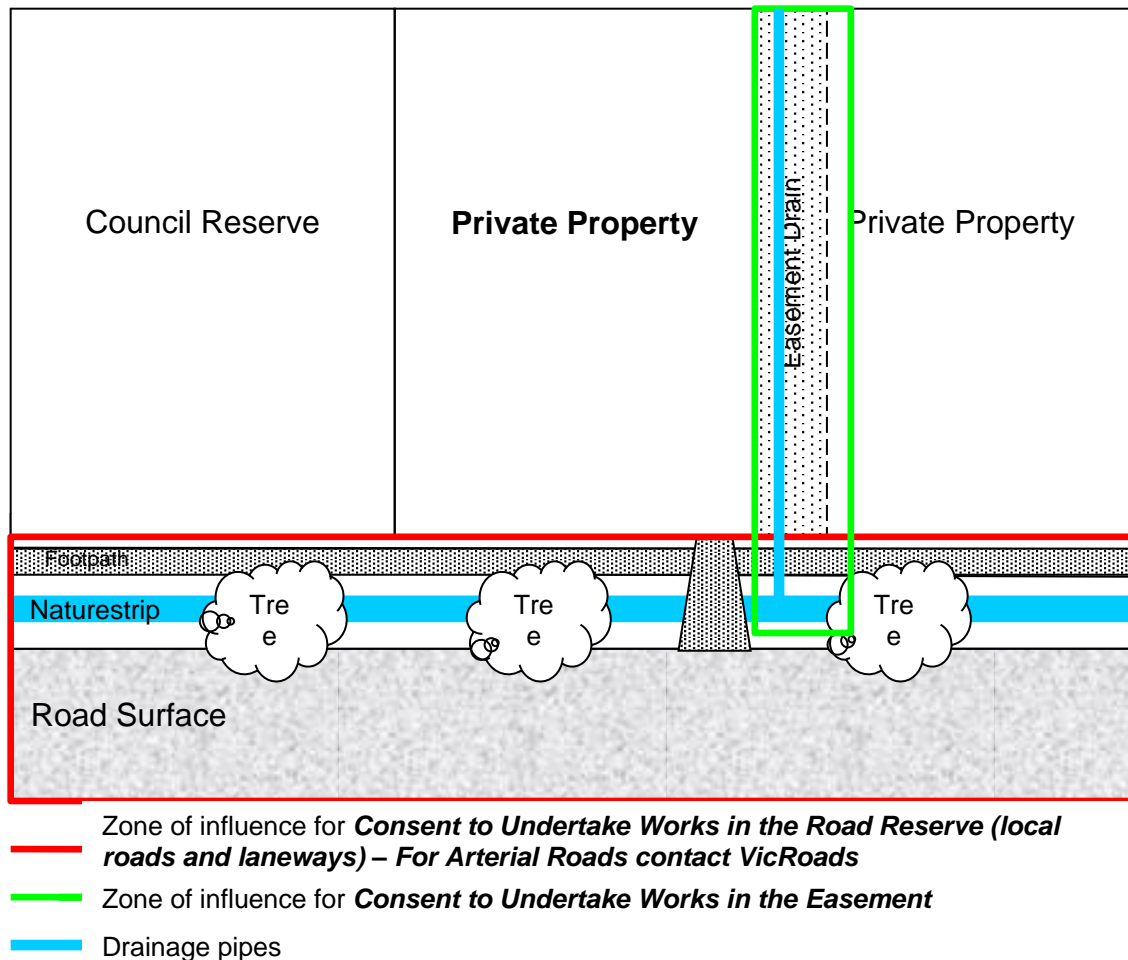
If the works are unsatisfactory, you will be contacted by Council's Civil Works Inspector who will advise what rectification works are required.

Any and all conditions set by VicRoads must also be adhered to at all times on site.

Zone of Influence for Works that extend into Road Reserve

The zone of influence shown below is representing the area covered by the Consent to Undertake Works in the Road Reserve, marked in red.

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3.1 Application form for consent to undertake drainage works in the road reserve (drainage tapping) is granted

The application form is included as Appendix 4.

3.2 Conditions under which a consent to undertake drainage works in the road reserve (drainage tapping) is granted

The conditions under which a consent to undertake works in the road reserve (drainage tapping) is granted are included as Appendix 5.

4. Procedures for construction of outfall drain in the road reserve

These procedures have been prepared to assist people wishing to construct an outfall drain in the road reserve. These procedures and permits required for an outfall drain in the road reserve are available on Councils website.

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

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 Application Form. To obtain an application form, please contact the Engineering and Investment Department on 9262 6177 or visit <https://www.whitehorse.vic.gov.au/>

For VicRoads consent 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:

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 to undertake works in the road reserve (drainage tapping). The security deposit bond is held by Council in a non-interest earning account. The consent fee is determined by Council on a yearly basis as part of the annual budget process.

Council reserves the right to determine the value of the security deposit bond based on the scope of works.

APPROVED LEGAL POINT OF DISCHARGE (LPOD)

Information and procedures about legal Points of discharge are provided in Clause 3 of these Procedure for Work on and protection of Council's Assets.

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 an application and a checklist on the full requirements for submission of drainage plans, please contact the Engineering and Investment Department on 9262 6177 or visit <https://www.whitehorse.vic.gov.au/>

Please provide a copy of the approved, stamped plan with your application for consent to construct an outfall drain on the road reserve..

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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.






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 379-399 Whitehorse Road Nunawading	customer.service@whitehorse.vic.gov.au	9262 6490

On receiving an application, council officers will assess and decide on your application. If the application is approved, consent to undertake works in the road reserve will be issued and posted 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 documentation has been submitted.***

Once the consent is issued, the works must be inspected by Council's Civil Works Inspector throughout construction, including prior to trench backfilling and upon completion of the works. The consent (permit) is valid for 3 months.

Other things to consider prior to commencing work

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.

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 by the Responsible Road

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Authority. A copy of the approved Traffic Management Plan must 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 approved 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 approved 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

<https://www.whitehorse.vic.gov.au/>

to establish if road is arterial, link, collector or local.

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

Part Road Closure

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

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 6177.

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

How to book inspections once a consent to construct an outfall drain on the road reserve has been issued

For all inspections outlined below, contact the Engineering and Investment Department on 9262 6177, at least three working days prior to the work commencing to arrange an inspection by council's inspector. ***The booking time you request may not always be available depending on demand.***

Initial inspection

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

Construction inspection(s)

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

Final inspection

Required upon completion of works, including reinstatement works.

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If the works are satisfactory, a full refund of the security deposit bond will be authorised after a 3 month maintenance period has expired. It is recommended that you contact the Engineering and Investment Department on 9262 6177, to arrange the refund of the security deposit bond. Allow approximately 3 weeks (from the 3 month maintenance period) for the refund cheque to be sent to you.

If the works are unsatisfactory, you will be contacted by Council's Civil Works Inspector who will advise what rectification works are required.

Any and/or all conditions set out by VicRoads must be adhered to at all times on site.

When is Council's contribution applicable?

Council may contribute towards the cost of an outfall drain under certain circumstances. A contribution from Council for the construction of outfall drainage applies where the drain is longer than 10 metres and will be available to service other properties. Council's contribution is calculated at \$60.00 per lineal metre, but does not include the first 10 metres. A contribution is payable in accordance with Drainage Policy No 1.

How to apply for Council's contribution

To claim Council's contribution, the applicant must **complete and lodge a Drainage Policy No. 1 – Application Form (attached as Appendix 3)**. The contribution will only be paid after the satisfactory completion of the works and the expiry of a 3 month maintenance period following the satisfactory final inspection.

Once a 3 month maintenance period has expired, Council's Civil Works Inspector will carry out a further final inspection. If the work is still satisfactory, payment of Council's contribution will be arranged. Allow approximately 3 weeks (from the 3 month maintenance period) for the contribution cheque to be sent to you.

To obtain a **Drainage Construction Contribution Application Form**, please contact the Engineering and Investment Department on 9262 6177 or visit <https://www.whitehorse.vic.gov.au/>

4.1 Application form for consent to construct the outfall drain in the road reserve

The application form is included as Appendix 4

4.2 Conditions under which a consent to construct the outfall drain in the road reserve is granted

The conditions under which a consent to construct the outfall drain in the road reserve are included as Appendix 5

5. Drainage of Land

5.1 Legal Point of Discharge Requirements (LPOD)

The Legal Point of Discharge for Stormwater can be obtained from Council's Engineering and Investment 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 <https://www.whitehorse.vic.gov.au/>

There is an application fee of \$59.62 for 2014/2015 which may change annually. A written response will be provided within 10 working days. Please provide a copy of this response with your application for consent to Undertake Works in an Easement.

5.2 Important Notes for a nominated point of discharge

1. Should a proposed development be subject to the conditions of a planning use or development permit, those conditions must be separately complied with. This report is *not* to be deemed to demonstrate that the conditions imposed by Council satisfy any engineering or drainage requirements under a planning permit. Separate application to the Engineering Asset Department of the City of Whitehorse must be made should clarification as to the specific engineering or drainage requirements associated with a planning use or development permit condition be required.
2. All surface and stormwater runoff from roofed, paved and landscaped area must be discharged in accordance with this report and all other legal requirements.
3. Only one point of discharge is permitted per property, unless otherwise approved by Council.
4. The property owner is and remains responsible for the ongoing operation and maintenance of the stormwater drainage system from their property to an approved physical point of connection to the public stormwater drainage network, whether via a kerb outlet, pit, pipe or open drain connection.
5. This report is valid for 12 months from the date of issue.
6. Under the provisions of the '*Building Regulations 2006 (Vic)*, Regulation 610, Sub-regulation (1) Stormwater drainage', it is provided that: "*The design of every stormwater drainage system to the point of discharge from an allotment must be approved by the relevant building surveyor*".
7. Under Council's *Community Local Law 2014*, an 'Application to undertake works in the road reserve (including a kerb and channel, open channel, underground drain, culvert, drainage pit or the like)' or an 'Application to undertake works in the easement' must to be

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made to Council and completed by the applicant. A fee is payable. The application will be processed by Council and (if approved) an Asset Protection or other permit will be issued by the Engineering Administration Team of Council, prior to the commencement of any building works.

8. All works (as the case requires) before, during and on completion of drainage works which connect to, or are required to be connected to, the Council's stormwater drainage system must be inspected by Council's Civil Works inspector. Please contact Engineering Administration on 9262-6177 to book inspections at least 48 hours prior to the inspection being required. It is the responsibility of the property owner/applicant/installer to ensure that the inspection times are made.

9. Should the works involve the replacement or an extension to Council assets whether pit, pipe or other works, a detailed design must be submitted to Council for approval along with the payment of fees (minimum \$150). Subject to agreement, Council may contribute to the part of the cost of the works in accordance with its Stormwater Drainage Policy No.1.

10. A failure to comply with Engineering or Drainage requirements, a failure to obtain a permit to undertake works or the causing of damage to any Council assets may result in a fine of up to 20 penalty units (Approximately \$2,024, as amended from time to time) under the provisions of the City of Whitehorse *Community Local Law 2014*. Council may also take other action.

11. The property owner/applicant/installer is reminded of the provisions of the *Water Act 1989* (Vic) whereby a person who causes an unreasonable flow of waters onto the land of another person may be liable to pay damages to that other person should that flow result in injury, damage or loss.

12. Nothing in this report limits Council's powers under sections 163, 198 or 200 of the *Local Government Act 1989* to implement a drainage special charge scheme, to take action to protect Council's drainage infrastructure or to require an owner or occupier of land to perform drainage works at their cost.

13. The property owner/applicant/installer must contact Council's Engineering Asset team immediately should on-site investigation reveal any discrepancy in asset type, size, location or condition of Council records of existing Council drainage assets on which the legal point of discharge has been based..

14. The information provided in this report is determined from internal design plans and/or available records and is provided to the applicant as a guide only. The exact location, suitability, condition, capacity and functionality of any Council drainage assets servicing the property cannot be, and are not, guaranteed. The Council does not accept any responsibility or liability for the suitability, condition or functionality of any existing drainage assets servicing, or believed to service, the property. Physical on-site proving of the location and condition of Council assets which are to be relied upon as the legal point of discharge for the property must be done by hand excavation, and by physical inspection and testing, on the part of the applicant/property owner/installer. Following connection of the site storm water/drainage pipes to the nominated legal point of discharge, the on-site drainage system for the property must be physically tested by or on behalf of the property owner to ensure proper functioning of the on-site property drains and the Council drains, without any leakage, and the results of such testing must be satisfactorily reported to the Council's Engineering Department, prior to final approval for the connection of the works to the public drainage system being given by Council.

15. An alternative (and existing) drainage connection within the property may be utilised provided the applicant/property owner/installer confirms the adequacy of the connection, including its integrity and capacity. Council must be immediately advised if it is proposed to utilise a stormwater connection which is contrary to this report, so as to enable Council to approve the alternative and existing drainage connection.

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16. The manner in which the building work associated with the connection of the property's internal stormwater drainage system to the Council's drainage system is to be carried out must be inspected by Council before, during and upon completion of the works, and the works must be finally approved by Council. It is the responsibility of the applicant, the property owner and the installer to arrange for such inspections by contacting the Engineering Asset Team of the Whitehorse City Council.

6. Interference with Council Assets

Road Reserves

Upon detection of a breach of Section 3.3 of the Local Law, an authorised officer may issue a Notice to Comply directing the person or persons responsible for destruction, damage or interference to reinstate the asset to its condition prior to the destruction, damage or interference.

In urgent circumstances, enforcement proceedings can be commenced without the issuance of a Notice to Comply. If notice to Comply has not been complied with or if the breach warrants, an authorised officer may issue an infringement notice on the person or persons responsible for the behaviour.

If the asset remains in contravention of the Local Law provision, an authorised officer may arrange to have the asset reinstated with all costs including administration, being the responsibility of the person or persons responsible.

This Procedure for Work on and Protection of Council Assets provide direction on the procedures and permits required and are available on the Council's website.

7. Vehicle Crossings

7.1 Procedures for Construction of Vehicle Crossings

The following procedures have been prepared to assist in installing a driveway (vehicle crossing) from the road to the property boundary. There must be a properly constructed vehicle crossing for each location where vehicle access is required from a road to a property.

A permit (consent to undertake works in the road reserve) is required prior to the construction, relocation or alteration of any vehicle crossing within the City of Whitehorse. The 'Road Reserve' includes the road, footpath and nature-strip, and is the area between property boundaries on each side of the road. All vehicle crossings are to be constructed in accordance with the City of Whitehorse Vehicle Crossover Specifications outlined in Section 5.2 of these procedures.

The owner of a property is responsible for ensuring that the Vehicle Crossing is properly constructed and is not a hazard to the general public.

If access is required from an arterial road, a Planning permit is required.

As VicRoads are the Coordinating Road Authority for arterial roads, consent must be obtained from VicRoads prior to carrying out works. Once all 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 Road Reserve – Vehicle Crossing

The property owner, or their contractor (e.g. builder, concreter) can apply for the consent. Application can be made by completing the Application to Undertake Works in the Road Reserve

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Form. To obtain an application form, please contact the Engineering and Investment Department on 9262 6177 or visit

<https://www.whitehorse.vic.gov.au/>

To apply to VicRoads for arterial road's visit www.vicroads.vic.gov.au

What else is required with an application?

The following items are required with an application for consent to undertake works in the road reserve – vehicle crossing:

FEES

Payment of a consent fee (non-refundable) is required when applying for consent to construct, alter or remove a vehicle crossing. The consent fee is determined by Council on a yearly basis as part of the annual budget process.

Council reserves the right to determine the value of the security deposit bond based on the scope of works, and to charge a security deposit bond after the application is submitted. If the application is refused, the security deposit bond will be refunded. The security deposit bond is held by Council in a non-interest earning account.

PUBLIC LIABILITY INSURANCE

The contractor carrying out the vehicle crossing 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.

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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 in an Easement.

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 an Easement.

WHEN IS A TOWN PLANNING PERMIT REQUIRED FOR VEHICLE CROSSING WORKS?

Arterial roads

A planning permit is required for any new crossing(s) abutting an arterial road. Arterial roads are generally main roads and those roads indicated as thick black lines in the current edition of Melway, and are the responsibility of VicRoads. A list of current arterial roads is included in the vehicle crossing general specifications.






Heritage Overlay

A planning permit is required for vehicle crossing work where the road reserve is included in a heritage planning overlay in the Whitehorse Planning Scheme. If the road has bluestone kerbs, there may be a heritage overlay affecting the road. To determine whether a road is affected by a heritage overlay, please contact Council's Planning and Building Department on 9262 6303.

To apply for a planning permit, please contact Council's Planning and Building Department. Once you have received your planning permit and endorsed (approved) plans, you will need to include them as part of your 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)	Whitehorse Civic Centre	customer.service@whitehorse.vic.gov.au	9262 6490
Locked Bag 2	379-399 Whitehorse Road		
Nunawading Delivery Centre	Nunawading		
NUNAWADING VIC 3131			

When an application is received, Council officers will visit the site to assess the suitability of the proposed vehicle crossing and to check the impact on Council assets such as drainage pits, poles, signs and trees.

Once the application is assessed and approved, a consent to undertake works in the road reserve will be issued and sent to the applicant. If there are any issues that need to be

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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 received.***

Once the Consent is issued, the crossing works must be inspected by Council's Civil Works Inspector both prior to the pouring of concrete (boxing), and upon completion of the works (at the discretion of the Civil Works Inspector). The consent (permit) is valid for 3 months.

Extension of time

If an extension of time is requested, the applicant is required to make the request in writing to Council.

Refusal to issue Consent

In some cases, consent for the proposed vehicle crossing works may be refused. Where this is the case, the decision will be provided to the applicant in writing, along with the reasons for refusal.

Cancellation of Application/Consent

Should an application no longer be required (i.e. works are no longer proceeding) the applicant will be required to advise Council in writing, stating the reasons. If accepted, a full refund of the security deposit bond (if required) will be forwarded to the applicant within 3 weeks of Council receiving this advice.

Prior to commencement of works

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 by the Responsible Road Authority. A copy of the approved Traffic Management Plan must be retained at the worksite at all times.

Arterial roads

Vehicle crossing works on an arterial road will require a traffic management plan to be submitted and approved by VicRoads, prior to works commencing. Vehicle crossing 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

Vehicle crossing works on a link or collector road will require a traffic management plan to be submitted and approved 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

<https://www.whitehorse.vic.gov.au/>

to establish if road is arterial, link, collector or local.

The owner/contractor is responsible for ensuring that appropriate traffic management arrangements are place and a safe work site is maintained during the period of construction, in accordance with the relevant Road Safety, OHS and Road Management Acts.

Part Road Closure

Where vehicle crossing works will require a part road closure or part closure of a nature-strip or footpath, an Application for Consent for Temporary Part Road Closure Form will need to be

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submitted and approved by Council's Transport Team. There is a fee for this consent. To obtain an application form, please contact the Engineering and Investment Department on 9262 6177 or visit <https://www.whitehorse.vic.gov.au/>

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 a 'boxing' inspection prior to pouring of concrete

For all inspections outlined below, contact the Engineering and Investment Department on 9262 6177, at least three working days prior to the work commencing to arrange an inspection by council's inspector. ***The booking time you request may not always be available depending on demand.***

After works are completed

If the works are unsatisfactory you will be contacted by Council's Civil Works Inspector and be required to carry out any works necessary to rectify the Vehicle Crossing to Council satisfaction. If the works are not completed to Council's satisfaction, Council may carry out any works necessary to rectify the unsatisfactory work. Any costs incurred by Council will be at the permit holder or owners expense.

General Information

MINIMUM CLEARANCES

The following minimum horizontal clearances must be maintained from existing street assets for all vehicle crossings:

Nature-strip trees

When your application is assessed, and construction of the proposed vehicle crossing may have an impact on trees, your vehicle crossing application will need to be referred to Council's Parkside Department. Additional time for processing the application will be required if there is a potential impact on trees. Removal of a nature-strip tree will be at the discretion of Council's Parkside Department and would be at the owner's expense, if permitted.

Electricity poles, pillars, hydrants and pits

The horizontal clearance from any vehicle crossing is 1 metre.

Corner properties

A vehicle crossing on a corner property is to be no closer than 10 metres from the kerb line of the other street. Separate consideration will be given to the intersections with roundabouts or any other traffic treatments.

Property boundaries

Wherever possible, vehicle crossings are to be constructed one metre from the property side boundary, to provide opportunities for landscaping between the internal driveway and the boundary fence.

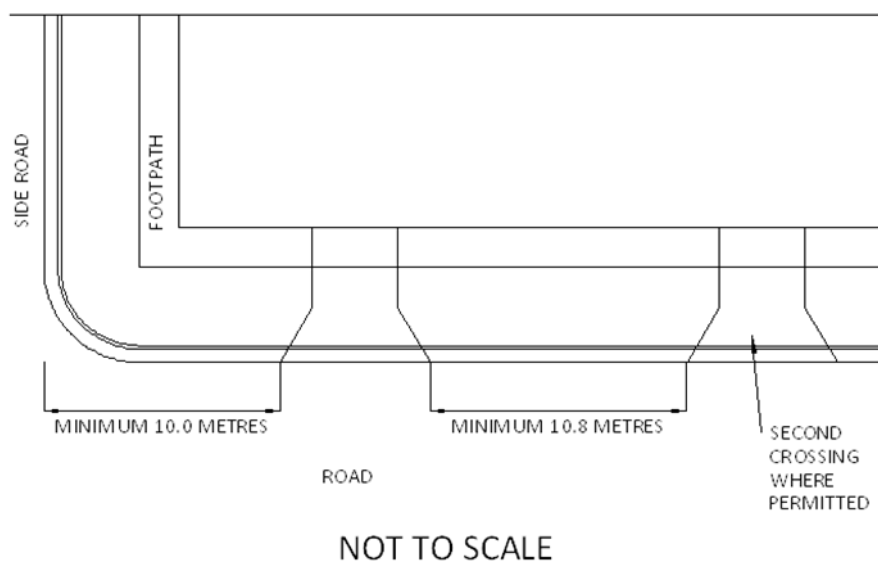
NUMBER OF VEHICLE CROSSINGS

No more than two vehicle crossings will be permitted for any individual parcel of land with a separate title.

A minimum property width of 20 metres is required for the installation of a second vehicle crossing. A minimum distance of 10.8 metres is required between vehicle crossings serving one property, to accommodate at least 2 on street parking spaces in front of that property.

The above clearances are indicated in Figure 1 below.

Figure 1



Authority services

The owner is required to seek approval from the relevant service authority (council or utility) for all service pit alterations. These alterations are at the owner's expense. Any assets damaged as a result of the vehicle crossing works are also at the owner's expense.

Redundant vehicle crossings

Redundant vehicle crossing(s) must be removed at the same time as the construction of any new vehicle crossing(s), prior to the completion of development works and where access to a property has been altered by changes to the property.

7.2 Vehicular Crossing General Specification

1. The Road Management Act requires that consent from the responsible road authority (Whitehorse City Council and/or VicRoads) is required before a vehicle crossing can be constructed on all roads within the City of Whitehorse.
2. Consent will not be given unless an application form has been lodged and approved by Council. This process is in place to ensure that the proposed location of the crossing does not conflict with council and other authority's assets and to ensure that it is constructed to an appropriate standard. Council has a maximum of 20 working days to consider the application once all documents have been received.
3. An application fee and a deposit is payable in each case.

7.2.1 Minimum Construction Standards

1. Residential vehicle crossovers shall be constructed of unreinforced concrete, 150mm in depth, to the shape, grade and section as shown on the attached standard drawing and to the satisfaction of the Manager Engineering and Investment or representative.
2. Commercial vehicle crossovers shall be reinforced with F82 mesh.
3. Every crossover shall be at least equal to the width of the gateway or driveway it serves and must be a minimum of 3.00m in width (measured between kerbs where applicable) unless otherwise stipulated on any planning permit. The maximum width of a residential crossover shall be 6.00m and for a commercial crossover 8.00m, unless permission from the Manager Engineering and Investment is obtained to exceed this width.
4. No crossover shall be constructed within 10.00m of any street or road intersection, measured from the kerb line intersection point.
5. Where two adjacent driveways are less than 1.20m apart, a double vehicle crossover shall be constructed.
6. Type 1 crossovers shall be selected unless widening an existing Type 2 crossover or constructing a double crossover with the existing section being a Type 2 crossover, see Whitehorse City Council Standard Drawings for crossovers types.

7.2.2 Inspections

1. A minimum of three working days notice shall be given as to when the works will be ready for inspection. Crossovers will only be inspected between the hours of 930am and 1.30pm, Monday to Friday.
2. Crossovers will not be inspected on Saturdays, Sundays or public holidays unless warranted by special circumstances. If special circumstances exist, a special inspection fee is to be pre-paid at least one week prior to the commencement of work. Approval to carry out works under special circumstances is subject to the availability of a Council Officer to supervise the works.
3. No concrete is to be poured until the base, formwork and reinforcement (if any) has been inspected and approved.

7.2.3 Alteration to Existing Services

1. Vehicle crossovers shall be located to avoid interference with existing services including pits, poles, valves, etc. If such interference is unavoidable, the applicant shall be responsible for the cost of all necessary alterations and/or additions. The minimum clearance to poles shall be 1.00m.
2. Existing junction pits shall be lowered and appropriate size and type of "Gatic" minimum Class 'C' (unless otherwise instructed) cover and frame fitted, the top of the cover being set flush with the finished surface of the new crossover.

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3. Permission may be granted to modify or delete an existing side entry pit provided that an additional pit(s) is constructed at the applicant's expense, as directed by the Manager Engineering and Investment or representative. A written application is to be submitted to the Manager Engineering and Investment for approval. A crossover permit will be invalidated if approval has not been obtained prior to a permit being issued.
4. No crossover shall be constructed within 4.0m of an existing street tree. Council reserves the right to refuse the removal of a tree, or direct that any street tree be removed and replaced by Council staff, at the applicant's expense, as deemed necessary. If the location of the proposed crossover conflicts with an existing street tree or the required clearances cannot be met, a written application for its removal, or exemption from the specified clearance, is to be submitted to the ParksWide Department for approval. The Manager ParksWide shall determine the fee payable. Approval to construct a vehicle crossover will be invalidated if approval has not been obtained prior to a permit being issued.
5. If the construction of a crossover necessitates the alteration of any public service or utility, such alterations are to be arranged with the respective authority at the applicant's expense prior to the commencement of construction of the crossover. House drains, agricultural drains, conduits, etc., damaged during construction of the crossover shall be repaired or reconstructed to the satisfaction of the Manager Engineering and Investment or representative at the applicant's expense.

7.2.4 Existing Concrete

1. Existing concrete kerb and channel shall be removed to the nearest whole bay and repoured as an integral part of the crossover. The kerb and channel may be saw cut if the residual bay is a minimum 1.20m long
2. Where there is existing 75mm thick concrete footpath in the line of the works, this is to be replaced with 150mm thick concrete across the crossover and one either side of the proposed crossover.
3. Where an unused crossover exists at a different location to the proposed crossover, the existing crossover, including the concrete channel, shall be removed completely and concrete kerb and channel reinstated. It may be acceptable for the footpath to remain provided that it is in a good condition and is saw cut along the front of path. Nature strips adjoining the reinstatement are to be made good to correct levels with topsoil and seeded. This work shall be carried out concurrently with the crossover construction.

7.2.5 Preparation

1. The ground is to be excavated and neatly trimmed to give a clear depth of 200mm below the finished level of the concrete. All excavated material shall be removed from the road reserve at the time of construction.
2. In cases where over-excavation has occurred or where unstable ground conditions are encountered, class 2 crushed rock must be used to bring the over-excavation up to the level of the boxing. Unstable ground must be removed and replaced with class 2 crushed rock and must be compacted in 150mm layers using a vibrating plate.
3. The permit holder shall spread a layer of class 2 crushed rock to give a finished base depth of 50mm after compaction with a vibrating plate. Crushed rock is to be wetted prior to compaction.

7.2.6 Material Storage

Construction materials shall not be placed or dumped on the road pavement, kerb and channel or footpath. Hand mixing of concrete or mortar on the road pavement or footpath is prohibited.

7.2.7 Reinforcement

1. Commercial crossovers shall be reinforced with F82 mesh. The reinforcement shall be set up on bar chairs to provide 30mm cover from the top surface of the concrete. Industrial crossovers shall be reinforced with F92 mesh (2 layers).

7.2.8 Concrete

1. Pre-mixed concrete shall consist of a mixture of 20mm maximum size aggregate, washed sand and Portland cement. Sufficient water shall be added at the batch plant to provide a slump of not less than 40mm and not more than 75mm at the time of pouring. No water is to be added to the concrete after it leaves the batch plant. The compressive strength of the concrete shall not be less than 25Mpa at 28 days. Every batch of concrete transported in a truck agitator shall be delivered and placed before rapid stiffening of the concrete develops, but in no case shall the time exceed 1.5 hours after the introduction of water to the mixture.
2. Colour for selected bluestone pitcher kerb and channel lined streets to be determined by Engineering and Investment Department.

7.2.9 Joints

1. Expansion joints shall be located at the nearest joint in the footpath on either side of the crossing and at the property boundary where the crossing abuts a concrete driveway. Expansion jointing material shall extend the full width and depth of the paving.
2. Contraction joints shall be formed in the crossing in accordance with Council's standard drawing or as directed. The jointing pattern will be such as to form the crossing into bays of not more than 3 square metres. Joints shall be formed by creating a plane of weakness through the concrete after it has taken its initial set and should be defined in the finished concrete surface by means of an approved grooving tool.

7.2.10 Finish

1 The surface of the concrete shall be brought to a smooth, even mortar finish, which must be applied to the concrete within half an hour after placing or be brought to the surface by the use of a perforated roller or wood float. The mortar finish shall consist of one part cement, one part sand and one part screened bluestone dust. The use of driers is not permitted. The final surface is to be obtained by lightly drawing a hair broom over the whole of the finished surface to provide an even, non-skid finish. Concrete kerb and channel shall be finished with a steel trowel to a smooth surface. On no account will consideration be given to using concrete abrasives, additives or any similar products with a view to the mortar finish being applied after the half hour has elapsed.

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7.2.11 Curing

1 No vehicle shall use a newly poured crossover for at least thirty-six (36) hours from the time of pouring to allow the concrete to attain a satisfactory strength. An approved curing compound shall be applied between the months of December and March inclusive or when the forecast top temperature exceeds 25 degrees Celsius.

7.2.12 Barricades and Lighting

The applicant shall supply and erect any barriers, signs, lights, and other warning or protection devices to ensure safety for all vehicles and pedestrians and to protect the works from damage, in accordance with the *Road Management Act 2004* Worksite Safety – Traffic Management Code of Practice.

7.2.13 Cleaning Up

Upon completion of the work the permit holder shall remove all surplus material from the site and resurface the nature strip with a minimum of 100mm topsoil and seed. The Applicant shall reinstate any damaged road pavement along the road/crossing interface to the satisfaction of the Manager Engineering and Investment or representative.

7.2.14 Crossing Constructed Without a Permit

If a crossing is constructed without a permit or consent, without Council supervision or has not been properly constructed to Council standards the Council may require the property owner or applicant to reconstruct the crossing or completely remove the crossing and reinstate the footpath, kerb and channel and other assets, in accordance with Clause 12 (2), (3), (4) and (5), Schedule 7 of the *Road Management Act 2004*. All deposits shall be forfeited.

7.2.15 Crossings for Arterial Road

1 Vehicle crossovers on the roads listed below are to be constructed with a wide splay on the approach side to provide ease of entry, in accordance with the appropriate standard drawing and will require a VicRoads permit and any other permits required by VicRoads prior to applying to Council for an 'Application Form – Inspections and Various Permits':

:

Name	From	To	Comments
Belmore Road	Municipal Boundary	Elgar Road	
Blackburn Road	Railway Road	Highbury Road	
Boronia Road	Canterbury Road	Dandenong Creek	
Burwood Highway	Warrigal Road	Dandenong Creek	Excluding service roads
Canterbury Road	Alexandra Crescent	Heatherdale Road	Excluding service roads

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Name	From	To	Comments
Chapel Street	Whitehorse Road	Railway Road	
Elgar Road	Eastern Freeway	Burwood Highway	
Highbury Road	Warrigal Road	Springvale Road	
Middleborough Road	Eastern Freeway	Highbury Road	
Mitcham Road	162 Mitcham Road	Canterbury Road	
Railway Road	Chapel Street	Blackburn Road	
Riversdale Road	Warrigal Road	Station Street	
Springvale Road	Eastern Freeway	Highbury Road	Excluding service roads
Station Street	Eastern Freeway	Highbury Road	
Surrey Road	Eastern Freeway	Whitehorse Road	
Warrigal Road	Canterbury Road	Highbury Road	
Whitehorse Road	York Street	Heatherdale Road	Excluding service roads

7.3 Application for Consent to undertake works in the road reserve (vehicle crossings)

The application form is included as Appendix 4.

7.4 Conditions under which a Consent to undertake works in the road reserve for vehicle crossings is granted

The conditions under which a consent to undertake works in the road reserve (vehicle crossing) is granted are included as Appendix 5.

8. Works in the Road Reserve (Road Opening Permit)

These procedures have been prepared to assist people wishing to undertake any works in the road reserve including service connection, or any works by service authority.

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.

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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

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 Investment Department on 9262 6177 or visit <https://www.whitehorse.vic.gov.au/>

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

What else is required with an application?

The following items are required with an application for consent to undertake works in the road reserve:

FEES

Payment of a consent fee (non-refundable) is required when applying for a consent to construct, alter or remove a vehicle crossing. The consent fee is determined by Council on a yearly basis as part of the annual budget process.

Council reserves the right to determine the value of the security deposit bond based on the scope of works.

A security deposit bond is not required for service authority contractors including contractors for Yarra Valley Water.

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.

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 in an Easement.

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 an Easement.

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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 379-399 Whitehorse Road Nunawading	customer.service@whitehorse.vic.gov.au	9262 6490

When an application is received, Council officers will assess the application. Once the application is assessed and approved, a consent to undertake works in the road reserve will be issued and sent 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 received.**

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 3 months.

Other things to consider prior to commencing work

ACCESS TO OTHER PROPERTIES

If the works will affect access to other properties, affected property owners/occupiers must be notified in writing at least 2 weeks prior to works commencing.

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 by the Responsible Road Authority. A copy of the approved Traffic Management Plan must be retained at the worksite at all times.

Arterial roads

Vehicle crossing works on an arterial road will require a traffic management plan to be submitted and approved by VicRoads, prior to works commencing. Vehicle crossing 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

Works on a Link or Collector road will require a Traffic Management Plan to be submitted and approved by Council's Transport Team, prior to works commencing.

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Local roads

Local roads do not require a Traffic Management Plan to be submitted to Council.

Please refer to the road list at

<https://www.whitehorse.vic.gov.au/>

to establish if road is arterial, link, collector or local.

The owner/contractor is responsible for ensuring that appropriate traffic management arrangements are place and a safe work site is maintained during the period of construction, in accordance with 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 approved by Council's Transport Team. There is a fee for this consent. To obtain an application form, please contact the Engineering and Investment Department on 9262 6177 or visit

<https://www.whitehorse.vic.gov.au/>

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 Investment Department on 9262 6177, at least 3 working days prior. ***The exact booking time you request may not always be available depending on demand.***

Construction Inspection(s)

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

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 posted in the mail. Please allow approximately 3 weeks for the refund cheque to be sent to you.

If the works are unsatisfactory, you will be contacted by Council's Civil Works Inspector who will advise what rectification works are required.

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

8.1 Application for Consent to undertake works in the road reserve for Service Authority Works

The application form is included as Appendix 4.

8.2 Conditions under which a Consent to undertake works in the road reserve for Service Authority Works is granted

The conditions under which a consent to undertake works in the road reserve for Service Authority Works is granted are included as Appendix 5.

9. Protection of Council Assets during Building Work

An Asset Protection Permit must be obtained by the person responsible for any building activity subject to a building permit or where works are otherwise deemed to require a permit.

A Person in Charge must obtain an Asset Protection Permit before:

- (a) entering a building site by means of a motor vehicle having a gross weight exceeding two tonnes;
- (b) occupying a road for works;
- (c) connecting any land to a stormwater drain;
- (d) opening, altering or repairing a road;
- (c) opening, altering or repairing a drain;
- (d) accessing a building site from a point other than a vehicle crossing;
- (e) using land for the purposes of storing any material; or
- (f) Carrying out building works associated with the construction, extension or demolition of any dwelling, factory, office, warehouse, health-care, educational or public building or any other works that might require building permit.

An authorised officer may commence enforcement proceedings if the person responsible fails to take out an Asset Protection Permit as required.

9.1 Asset Protection Principles

9.1.1 The council's asset protection requirements should be sought and understood prior to commencing any building work in the municipality.

Council has established a method of communicating the requirements for applying for an Asset Protection Permit in these procedures and on its website.

An Asset protection Permit may contain conditions that:

- a) require payment of security bond,
- b) require works to be done on or around the site to protect Council assets, the health and safety of public, the environment and the amenity of the area.
- c) Specify the entry and the exit to and from the site.
- d) any other reasonable condition.

Prior to commencing building work, all parties involved in the building work must be fully aware of Council's requirements for protecting its assets.

Building surveyors should ensure that the Asset Protection Permit has been obtained prior to issuing the building permit, including the building permits for demolition of existing structures, fences or any other works that might cause damage to Council assets.

Building work on the site must not begin prior to the lodgement of the Asset Protection Permit fees.

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The building site and Council assets surrounding the site should be made safe for the entire duration of building works, at all times.

9.1.2 Council permit fees are based on risk and proportionality of building works.

Council officers will determine whether an Asset Protection Permit needs to be issued, based on the type of the development and an assessment of risk of potential infrastructure damage.

Council officers might evaluate the condition of infrastructure surrounding a high risk building site, after being notified that a building surveyor has been appointed or that a building permit has been issued.

Once the application form for an Asset Protection Permit is submitted, the inspection of Council assets is undertaken.

Council reserves the right to charge an additional security deposit bond for the Asset Protection Permit (prior to and after the Asset Protection Permit is issued) based on the risk assessment of potential damage to Council assets and scope of works.

9.1.3 Council accept that damage to adjacent council infrastructure is often unavoidable in the conduct of building works.

The Asset Protection Permit will be linked to the associated building permit, so that all parties involved in the building work are aware that Council assets must be protected for the entire duration of the building activity.

The Asset Protection Permit holder is fully responsible for any liabilities that might arise from damage caused to Councils assets by the associated works.

The builder who is in control of the proposed building works at the site should apply for the Asset Protection Permit.

The Asset Protection Permit holder should inform all contractors and suppliers of their responsibility to protect Council assets while on the building site.

The Asset Protection Permit holder should ensure that access to the building site is clearly defined and that suppliers know where materials and equipment should be set down.

9.1.4 The Asset Protection Permit holder must be responsible for reporting and minimising damage to Council assets during building works.

Prior to the start of building works, the Asset Protection Permit holder is required to inspect the site and provide a report to Council on any existing damage to Council assets and identify any latent defects.

This report has to be submitted in conjunction with an application for an Asset Protection Permit.

If Council does not receive a report about any existing damage to Council assets or latent defects, it will be deemed that there was no existing damage to Council assets and the permit holder will then be responsible to repair any/all damage indicated by Council officers.

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Where an Asset Protection Permit holder has reported existing damage to Council assets, Council officers may at their discretion endorse a report provided or amend the report if the condition of Council assets is not accurate.

The Asset Protection Permit holder must take preventative action to protect or minimise damage to Council assets during the building works.

The Asset Protection Permit holder should monitor the condition of Council assets throughout the building process and record any damage which might result from building works.

Upon completion of all building work, the Asset Protection Permit holder must undertake a final inspection of the site. The refund of the security deposit bond should be requested by the Asset Protection Permit holder only after all Council assets have been reinstated to the condition that existed prior to commencement of the building work.

Additional fees will be charged to the Asset Protection Permit holder if multiple final inspections have to be undertaken after Council has nominated defects required to be rectified prior to the refund of the security deposit bond.

9.1.5 The party responsible for damaging council infrastructure should pay for reinstatement to similar condition prior to building works.

Asset Protection Permit holder must repair any damage to Council assets caused by building works.

If damaged Council assets caused by building works are unsafe, Council may repair or make safe damaged Council assets and charge the Asset Protection Permit holder the costs of the repair or make safe works.

If suppliers, contractors or service authorities have caused damage to Council assets, the Asset Protection Permit should inform them of their responsibility to repair the damage or meet the cost of repair works.

Where suppliers, contractors or service authorities have not repaired damaged Council assets, the Asset Protection Permit holder should conduct repair works and recover costs from the entity that has caused the damage.

If Council officers consider that building work has caused damage to Council assets and has not been repaired, a notice may be issued to the Asset Protection Permit holder in control of the site, requiring repair works be completed within the specified timeframe.

If as a result of the final inspection, Council considers that the building works have damaged Council assets, Council may:

- a) Direct the Asset Protection Permit holder to repair the damage at their cost, in accordance with standards specified by Council and within the nominated period by Council.
- b) Repair the damage and recover the cost for the security deposit bond.

If requested by an Asset Protection Permit holder, Council may repair the damaged Council assets and charge the permit holder the cost of the repair works.

If repair works are completed by Council and the cost is greater than the amount of the security bond, the Asset Protection Permit holder or the owner of the building site must pay to the Council the difference between the cost of the repair work and amount of the bond.

If the repair work is satisfactorily completed and the cost is less than the amount of the security bond, Council will refund or release the unused portion of the security bond.

On completion of all building and associated work and repair, and on the request of the Asset Protection Permit holder, Council officers will inspect the site to ensure that appropriate care and reinstatement has been undertaken with regard to Council assets.

9.1.6 Council is responsible for rectifying any latent defects in council infrastructure adjacent to building works at its discretion.

On completion of building works, Council will determine the need to rectify any identified latent defects.

9.2 Application form for Asset Protection Permit

The application form is included as Appendix 6.

9.3 Conditions under which an Asset Protection Permit is granted

The conditions under which an Asset Protection Permit is granted are included as Appendix 7.

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APPENDICES

FORMS AND PERMIT CONDITIONS

Appendix 1

Application form for consent to undertake drainage works in an easement

Appendix 2

Conditions under which a consent to undertake drainage works in an easement is granted

Appendix 3

Drainage Policy No. 1 - Application Form

Appendix 4

Application form for consent to undertake works in the road reserve (with various options)

Appendix 5

Conditions under which a consent to undertake works in the road reserve (drainage tapping) is granted

Appendix 6

Application form for Asset Protection Permit

Appendix 7

Conditions under which an Asset Protection Permit is granted

Appendix 8

Application Form – Inspections for Various Permits

Appendix 9

Conditions under which an Application Form – Various Permits

Appendix 1 - Application form for consent to undertake drainage works in an easement

(Regulatory Fee)

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APPLICATION TO UNDERTAKE DRAINAGE WORKS IN THE EASEMENT



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

Please allow a minimum of 20 working days for assessment of this application. This is NOT a Consent.

Applicant – person paying consent fee and security deposit bond

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
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------

Details of work - Council Roads/Easements only, VicRoads Roads require Application Form – inspections for Various Permits

Site address: _____

Type of work (attach plan):
☐ Construction of the outfall drain ☐ Drainage connection to the pit ☐ Construction of pit
☐ Drainage connection to the pipe ☐ Other works, specify: _____

Working on road reserve?
☐ Yes, connection to the kerb and channel (please specify which part) _____
☐ Yes, connection to Council's pit (please specify which part) _____
☐ No ☐ Other (please specify): _____
NOTE: If works are in or extend into a VicRoads road, VicRoads consent must be attached to this application

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. 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

Anticipated start date: _____ End date: _____

Person carrying out the work

Contractor's name: _____

ABN: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact person: _____ Telephone (BH): _____

Mobile or AH telephone: _____ Fax: _____

Email address: _____

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APPLICATION TO UNDERTAKE DRAINAGE WORKS IN THE EASEMENT

Public liability insurance details	
Does the contractor have public liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount of public liability cover: \$ _____ (must be a minimum of \$10million cover) Name of public liability company: _____	
Notes	
1. Please note that if any part of the road or footpath has to be closed as a result of the works, you may be required to obtain consent for temporary part road closure. Please contact Council's Transport Team on 9262 6187. 2. Please be aware that you may require additional permits from other Council departments and other authorities. Please allow additional time for processing of the relevant permits.	
Attachments	
Please attach (if applicable): 1. A certificate of currency of public liability insurance 2. Civil works (drainage) plan approved by development approval engineer 3. Endorsed plan (if works are part of a development e.g. units, commercial) 4. A copy of your site traffic management plan (if applicable) 5. Consent for temporary part road closure (if applicable)	Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please note: failure to attach relevant documentation may result in delays in the processing of your application, or refusal.</p> <p>For further information on documentation required with your application, please refer to Guidelines for Drainage Works in Easement. Guidelines can be obtained from the Whitehorse Civic Centre, by visiting www.whitehorse.vic.gov.au/forms-engineering.html or by contacting the Engineering and Environmental Services Department on 9262 6177.</p>	
Refund of Security Deposit Bond	
<p>It is the applicant's responsibility to contact Council and request a refund of the security deposit bond, once work has been completed. A final inspection will be carried out, and upon approval of the final inspection and expiry of maintenance period (if applicable), a refund of the security deposit bond paid will be authorised. Where there is no maintenance period, refund process generally takes two to three weeks.</p> <p>Please contact the Engineering and Environmental Services Department on 9262 6177.</p>	
Conditions of Consent	
<p>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 <i>Road Management Act 2004</i>, the <i>Road Safety Act 1986</i> and their associated Regulations and Codes of Practice and the conditions of consent outlined below.</p> <ol style="list-style-type: none"> 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 Worksites 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 Worksites 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 	

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APPLICATION TO UNDERTAKE DRAINAGE WORKS IN THE EASEMENT

- 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 the Whitehorse City Council Standard Specification. Copies can be obtained from the Engineering and Environmental Services Department, telephone 9262 6177.
 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, 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 the Whitehorse City Council and obtain approval in writing for such variation.

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.
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. The proponent is required (subject to the scope of works) to provide a bank guarantee or financial surety to the value determined by Council, which Whitehorse City Council can draw against should works not be completed to the satisfaction of Whitehorse City Council. The bank guarantee will be held for the duration of the works and for a maintenance period of 12 months.
 The Consent once issued is valid for 3 months.

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 Memorandum of Consent.

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

2✉ 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 (Cashiers are open 8.30am-4.45pm)	customer.service@whitehorse.vic.gov.au <small>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</small>	9262 6490

Appendix 2 - Conditions under which a consent to undertake drainage works in an easement is granted

The granting of the consent does not exempt the proponent from the requirements of other Commonwealth and state legislation or policy.

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.

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.

The proponent shall conduct works in a manner that protects the safety of the general public.

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

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.

The proponent shall conduct all works in accordance with the approved plans and specifications.

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.

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.

The proponent must ensure that the works are directly supervised at all times by adequately trained and competent staff.

Whilst undertaking the works, the proponent must protect and preserve existing roadside vegetation and site of biological significance within the road reserve.

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.

WHITEHORSE CITY COUNCIL
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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.

The proponent shall reinstate all road infrastructure damaged as a result of the works as soon as reasonably practicable, to the requirements of the Whitehorse City Council Standard Specification. Copies can be obtained from the Engineering and Investment Department, telephone 9262 6177.

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).

The proponent shall provide two weeks advance notice to the public and other authorities, where affected by the works.

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.

The works must be covered by a public risk insurance policy with a minimum cover of \$10,000,000 indemnifying Whitehorse City Council, against claims for damage or injury arising from the works.

ADDITIONAL CONDITIONS FOR NON-UTILITIES

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 day's notice shall be given to Council before inspections are required.

To book inspections, please call the Engineering and Investment Department, telephone 9262 6177.

Vehicle crossings shall be constructed in accordance with Council's specification and relevant standard drawings. These are available from the Engineering and Investment Department, telephone 9262 6177.

Thrust boring shall be used to lay services under concrete and bituminous surfaces.

The proponent shall reinstate the work in accordance with Council's specifications and to Council's satisfaction.

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.

ADDITIONAL CONDITIONS

Nil

**WHITEHORSE CITY COUNCIL
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Appendix 3 - Drainage Policy No. 1 - Application Form



FORM 3

DRAINAGE POLICY NO. 1 – APPLICATION FORM

APPLICANT'S DETAILS

Date: _____

Owner / Developer

Name: _____

Address: _____

Postcode: _____

PROJECT DETAILS

Project Address No. _____ Lot _____

Street: _____

Suburb: _____ Postcode: _____

Type of Development: _____

Council Drainage

Total Length of drain (m): _____ Plan No. _____

Final Inspection Date: _____

Expiry 3 Months Maintenance Period: _____

(Expiry date is 3 months from approved Final Inspection date)

Attention: Design Management Engineer

I / We the owners / developers of _____
apply for Council's contribution towards the design and construction of outfall drainage in
accordance with Drainage Policy No. 1.

I / We confirm that all works have been satisfactorily completed and approved by Council's
Civil Works Inspector on _____ (date).

I / We understand that upon the expiry of a 3 month maintenance period we will arrange a
final Council inspection to facilitate payment.

Signed _____

Date _____

PRIVACY STATEMENT

The information on this form is being collected for the primary purpose of engineering and land management services. The personal information will be used solely by Council for the primary purpose or directly related 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 the personal information provided is for the above purpose and that they may access the information held by contacting Council's Privacy Officer, telephone 9262 6413.

Trim Ref. No. 11/108415

WHITEHORSE CITY COUNCIL
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Appendix 4 - Application form for consent to undertake works in the road reserve (with various options)

(Regulatory Fee)

APPLICATION TO UNDERTAKE WORKS IN THE ROAD RESERVE (Council roads only)



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

Please allow a minimum of 20 working days for assessment of this application. This is NOT a Consent.

Applicant – person paying consent fee and security deposit bond

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
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------

Details of work – Council Roads only, VicRoads Roads require Application Form – inspections for Various Permits

Site address: _____

Type of work: ☐ Service connection ☐ Drainage connection
 (Attach plans if applicable) ☐ 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

Anticipated start date: _____ End date: _____

Person carrying out the work

Contractor's name: _____

ABN: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact person: _____ Telephone (BH): _____

Mobile or AH telephone: _____ Fax: _____

Email address: _____

WHITEHORSE CITY COUNCIL
PROCEDURES FOR WORK ON AND PROTECTION OF COUNCIL ASSETS

APPLICATION TO UNDERTAKE WORKS IN THE ROAD RESERVE (Council roads only)

Vehicle Crossing Application Addendum
<p>Complete this section for Vehicle Crossings only</p> <p>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:</p> <div style="height: 150px; border: 1px solid black; margin-top: 10px;"></div>
<p><u>PLEASE TICK RELEVANT BOXES</u></p> <p>Is there an existing vehicle crossing at this property which is proposed to remain? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Type of crossing proposed to be constructed:</p> <p><input type="checkbox"/> Multiple crossings into the property No: _____ Width of property: _____ (Properties less than 20m wide are unlikely to have a second vehicle crossing approved)</p> <p><input type="checkbox"/> Single vehicle crossing less than 3.6m wide</p> <p><input type="checkbox"/> Relocate existing crossover</p> <p><input type="checkbox"/> Crossover greater than 3.6m wide Width? _____</p> <hr/> <p>Does a planning permit apply for this crossing? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide planning permit number: WH/ _____</p> <p>(A copy of the endorsed plan must 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).</p> <p>Is there a heritage overlay on the road where crossing is to be constructed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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.</p> <p>Do you wish to meet with Council's Civil Works Inspector when he conducts site visit to assess your application?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(The Civil Works Inspector will contact you to arrange a suitable time, within two weeks of application lodgement).</p>
Public Liability Insurance Details (copy must be submitted with this application form)
<p>Does the contractor have public liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Amount of public liability cover: \$ _____ (must be a minimum of \$10million cover)</p> <p>Name of public liability company: _____</p>
Notes
<ol style="list-style-type: none">1. Please note that if any part of the road or footpath has to be closed as a result of the works, you may be required to obtain consent for temporary part road closure. Please contact Council's Transport Team on 9262 6187.2. Please be aware that you may require additional permits from other Council departments and other authorities. Please allow additional time for processing of the relevant permits. (In some instances this may add an additional 10 working days).

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APPLICATION TO UNDERTAKE WORKS IN THE ROAD RESERVE (Council roads only)

Attachments	
Please Attach (if applicable):	Attached?
1. A copy of your site traffic management plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. A certificate of currency of public liability insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Civil works (drainage) plan approved by development approval engineer	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Consent for temporary part road closure	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Endorsed plan (if works are part of a development e.g. units, commercial)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Planning permit (vehicle crossings in heritage overlay)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Please note: failure to attach relevant documentation may result in delays in the processing of your application, or refusal.</p> <p>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, or by contacting the Engineering and Environmental Services Department on 9262 6177.</p>	
Refund of Security Deposit Bond	
<p>It is the applicant's responsibility to contact Council and request a refund of the security deposit bond, once work has been completed. A final inspection will be carried out, and upon approval of the final inspection and expiry of maintenance period (if applicable), a refund of the security deposit bond paid will be authorised. Where there is no maintenance period, refund process generally takes two to three weeks.</p> <p>Please contact the Engineering and Environmental Services Department on 9262 6177.</p>	
Conditions of Consent	
<p>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 <i>Road Management Act 2004</i>, the <i>Road Safety Act 1986</i> and their associated Regulations and Codes of Practice and the conditions of consent outlined below.</p>	
<ol style="list-style-type: none"> 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. 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, 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 	

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APPLICATION TO UNDERTAKE WORKS IN THE ROAD RESERVE (Council roads only)

proposed variation with Whitehorse City Council and obtain approval in writing for such variation.

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:
- The base, formwork and reinforcement placement (if any) for concrete works.
 - 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.
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. The proponent is required (subject to the scope of works) to provide a bank guarantee or financial surety to the value determined by Council, which Whitehorse City Council can draw against should works not be completed to the satisfaction of Whitehorse City Council. The bank guarantee or financial surety will be held for the duration of the works and for a maintenance period of 12 months.
26. Please note that under Council Local Law No. 1 Clause 27 the property owner is responsible for ensuring that a Vehicle Crossing is properly constructed and is not a hazard to the general public. This application and consent is to be disclosed to property owners to ensure that they are informed about the conditions of the consent.
27. If the works are unsatisfactory the proponent will be required to carry out any works deemed necessary.
28. The Consent once issued is valid for 3 months.

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 Memorandum of Consent and/or permits.

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) Locked Bag 2 Nunawading Delivery Centre NUNAWADING VIC 3131	Whitehorse Civic Centre 379 Whitehorse Road Nunawading (Cashiers are open 8.30am-4.45pm)	customer.service@whitehorse.vic.gov.au	9262 6490

Appendix 5 - Conditions under which a consent to undertake works in the road reserve (drainage tapping) is granted

The granting of the consent does not exempt the proponent from the requirements of other Commonwealth and state legislation or policy.

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.

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.

The proponent shall conduct works in a manner that protects the safety of the general public.

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.

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.

The proponent shall conduct all works in accordance with the approved plans and specifications.

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.

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.

The proponent must ensure that the works are directly supervised at all times by adequately trained and competent staff.

Whilst undertaking the works, the proponent must protect and preserve existing roadside vegetation and site of biological significance within the road reserve.

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.

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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.

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 Investment Department, telephone 9262 6177.

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).

The Proponent shall provide two weeks advance notice to the public and other authorities, where affected by the works.

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.

The works must be covered by a public risk insurance policy with a minimum cover of \$10,000,000 indemnifying Whitehorse City Council, against claims for damage or injury arising from the works.

ADDITIONAL CONDITIONS FOR NON-UTILITIES

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 Investment Department, telephone 9262 6177.

Vehicle crossings shall be constructed in accordance with Council's specification and relevant standard drawings. These are available from the Engineering and Investment Department, telephone 9262 6177.

Thrust boring shall be used to lay services under concrete and bituminous surfaces.

The proponent shall reinstate the work in accordance with Council's specifications and to Council's satisfaction.

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.

ADDITIONAL CONDITIONS

Nil

**WHITEHORSE CITY COUNCIL
PROCEDURES FOR WORK ON AND PROTECTION OF COUNCIL ASSETS**

Appendix 6 - Application form for Asset Protection Permit

(Fee set as per approved annual Council budget)

APPLICATION FORM – ASSET PROTECTION PERMIT			
	Application No: _____		Date: _____
	Consent Fee: \$ _____		
	Minimum Security Deposit: \$ _____		
	Total: \$ _____		Receipt No: _____
APPLICANT/ PERMIT HOLDER DETAILS (MUST BE PAYEE)			
(Person responsible for reinstatement of damaged assets and amenity/safety issues)			
Name:			***Important Note*** APPLICANT/PERMIT HOLDER MUST BE PAYEE OR THE PERMIT WILL NOT BE ISSUED. PERMIT WILL ALSO NOT BE ISSUED UNLESS THIS FORM IS SIGNED & DATED BY THE APPLICANT/ PERMIT HOLDER.
Postal Address:			
Suburb:	Postcode:		
Contact Person:			
Email:			
Telephone (BH):	Facsimile:		
Mobile or AH Telephone:			
OWNERS DETAILS			
Name:			How would you prefer to receive your Permit? <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Fax
Postal Address:			
Suburb:	Postcode:		
Contact Person:			
Email:			
Telephone (BH):	Facsimile:		
Mobile or AH Telephone:			
Security Deposits will be refunded by cheque made out to the Payee on the Council receipt and will be forwarded to the Applicant postal address, as stated on this application.			
PROPERTY ADDRESS & BUILDING WORK DETAILS			
Address of Building Works:	Street No. _____ Lot No. _____ Street Name _____ Suburb _____ Postcode _____		
Type of Work:	<input type="checkbox"/> New dwelling <input type="checkbox"/> Addition/Alteration <input type="checkbox"/> Demolition and/or Removal <input type="checkbox"/> Unit Development <input type="checkbox"/> Commercial/Educational Development <input type="checkbox"/> Other Works (specify) _____		
Cost of Work (as stated on Building Permit):	\$ _____		
Construction Management Plan (Planning Permit requirement)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

PLEASE NOTE: If no pre-commencement report is submitted with this application or works have already commenced Council will hold the applicant responsible for all existing damage

CONDITIONS UNDER WHICH PERMIT IS GRANTED

GENERAL

- If Construction Management Plan (CMP) is required under the Planning Permit for the site, additional bond may be required.
- The purpose of this permit is to ensure that the Permit Holder is not held liable for the reinstatement of Council assets, which have not been damaged as a result of the works covered by the proposed building works and under the above Building Permit, and to ensure that any damaged assets are reinstated to the satisfaction of Council.
- The Applicant/Permit Holder is responsible for reinstatement of damaged assets and amenity/safety issues.
- The Permit Holder or Builder/Demolisher shall have a current public liability policy of insurance for an amount not less than ten million (\$10,000,000) dollars.
- The Permit Holder shall indemnify the Council and its Councillors and employees from and against all actions, claims, losses, damages, penalties and demands consequent upon, occasioned by, or arising from its performance or purported performance of its obligations under this permit.
- The Permit is valid for twenty-four (24) months only (or while Building Permit is valid).
- Consent to Undertake Works in the Road Reserve shall be obtained for each new, altered or deleted vehicle crossing, water or drain tapping, other opening or any reinstatement works undertaken within a road reserve. Please contact the Engineering Administration Team on 9262 6177 for further information (an Asset Protection Permit does not authorise these works to be undertaken).
- Non-compliance with these conditions may result in enforcement of Council's Local Laws.

WHITEHORSE CITY COUNCIL PROCEDURES FOR WORK ON AND PROTECTION OF COUNCIL ASSETS

- The Permit Holder shall supply Pre-Commencement Report (including photographs) for all surrounding Council assets (e.g. footpath, vehicle crossing, kerb, roadway, nature-strip, street signs, trees, etc) affected by works.
- Whitehorse City Council reserves the right to charge additional Security Deposit based on the scope of works and potential damage to Council assets.
- If access to the site is required through park reserve, please contact Council's Parkside Department on 9262 6222.
- Access to the site during construction is generally not permitted. If access is required please contact the Engineering Administration Team on 9262 6177.
- Please note that where Council assets are damaged as a result of building works, the Asset Protection Permit Holder is responsible for all of the repairs, and Council will not be repairing any assets damaged as a result of building works as part of its regular maintenance regime.

INSPECTIONS

- Council shall carry out inspections as follows:
 - Initial Inspection**
 - The site prior to the commencement of works. All pre-existing damage will be noted. If works have commenced prior to this initial inspection, Council will assume that all assets are in excellent condition.
 - Final Inspection**
 - The site on completion of works. All Permit Holder related damage will be identified. If inspection is requested and site works are not completed, additional inspection fees may be applied for repeat Final Inspections.
- Inspections will only be carried out between 8:00am and 5:00pm Monday to Friday.
- Forty-eight (48) hours notice shall be given to Council when inspections are required.

SAFETY

- The Permit Holder shall supply and erect any barriers, signs, lights etc. to ensure the safety of all traffic, both vehicular and pedestrian and to protect the works from damage. The road reserve and any Council land must be protected, in accordance with the Code of Practice for Worksites Safety – Traffic Management.
- Interference to vehicular and/or pedestrian traffic shall be kept to a minimum and shall be to the satisfaction of Council.

DAMAGE TO COUNCIL PROPERTY

Should damage occur to Council property or assets as a result of the works, then the Permit Holder must reinstate the damaged property or assets to the satisfaction of Council.

- Inspection of Reinstatement Works**
 - Prior to pouring any concrete for reinstatement works, Council must inspect the base, formwork and reinforcement placement.
- Reinstatement of Vehicle Crossing**
 - Vehicle crossing shall be constructed in accordance with the specifications for the Construction of Vehicle Crossing (Standard S 105) and the relevant Standard Drawings.
- Reinstatement of Bituminous and Concrete Surfaces**
 - Concrete paving shall be sawcut to the nearest joints and incomplete or damaged slabs or bays replaced.
 - Footpaths shall be 75mm thick, unreinforced, 20 MPa concrete on a 50mm compacted thickness Class 2 crushed rock base.
 - Reinstatement of bituminous and concrete surfaces may be arranged with Council and the cost will be deducted from the deposit.
 - All openings shall be completely backfilled at the end of each day's work.
- Works Affecting Naturestrips**
 - Nature strips shall be resurfaced with a minimum of 100mm of topsoil and seeded. The level of the topsoil shall be 40mm above the surrounding surface.
- Reinstatement – General**
 - The Permit Holder shall reinstate the work site to the satisfaction of Council.
 - Should the Permit Holder fail to comply with any of the conditions, Council may, without reference to the Permit Holder, carry out any work deemed necessary to maintain Council's assets. Costs will be deducted from the Security Deposit.
 - Should the costs incurred by Council exceed the amount of the deposit, the Permit Holder shall reimburse Council for the additional costs.
 - Full responsibility for any damage to public or private property caused as a result of the work carried out under this Permit shall be borne by the Permit Holder.




I have read & understand the conditions and am aware that as the Applicant/Permit Holder I am responsible for reinstatement of damaged assets and amenity/safety issues.

Applicant/Permit Holder
SIGNATURE

Applicant/Permit Holder
CLEARLY PRINT NAME AND POSITION

Date

APPLICATION LODGEMENT & PAYMENT

 Mail Locked Bag 2, Nunawading Delivery Centre VIC 3131	Please include cheque made payable to City of Whitehorse, or completed Credit Card Payment Form*
 In Person Whitehorse Civic Centre 379-397 Whitehorse Road, Nunawading Cashiers are open between 8.30am-4.45pm, Monday to Friday	EFTPOS, credit card (Visa, MasterCard), cash, cheque or money order made out to City of Whitehorse
 Email customer.service@whitehorse.vic.gov.au	Please include completed Credit Card Payment Form*

*Credit Card Payment Form can be downloaded at www.whitehorse.vic.gov.au

PRIVACY STATEMENT

The personal information requested on this form is necessary for the purpose of Council Asset Protection and is required under Council Local Law No. 1. This information will be used solely by Council for that primary purpose or directly related purposes. The intended recipients of the information are Council officers. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it. Individuals have a right to seek access to their personal information and make corrections by contacting Engineering Administration on 9262 6177. You may view Council's Privacy Policy on our website www.whitehorse.vic.gov.au or obtain a copy from any of the Council offices.

Appendix 7 - Conditions under which an Asset Protection Permit is granted

GENERAL

If Construction Management Plan (CMP) is required under the Planning Permit for the site, additional bond may be required.

The purpose of this permit is to ensure that the Permit Holder is not held liable for the reinstatement of Council assets, which have not been damaged as a result of the works covered by the proposed building works and under the above Building Permit, and to ensure that any damaged assets are reinstated to the satisfaction of Council.

The Applicant/Permit Holder is responsible for reinstatement of damaged assets and amenity/safety issues.

The Permit Holder or Builder/Demolisher shall have a current public liability policy of insurance for an amount not less than ten million (\$10,000,000) dollars.

The Permit Holder shall indemnify the Council and its Councillors and employees from and against all actions, claims, losses, damages, penalties and demands consequent upon, occasioned by, or arising from its performance or purported performance of its obligations under this permit.

The Permit is valid for twenty-four (24) months only (or while Building Permit is valid).

Consent to Undertake Works in the Road Reserve shall be obtained for each new, altered or deleted vehicle crossing, water or drain tapping, other opening or any reinstatement works undertaken within a road reserve. Please contact the Engineering Administration Team on 9262 6177 for further information (an Asset Protection Permit does not authorise these works to be undertaken).

Non-compliance with these conditions may result in enforcement of Council's Local Laws.

The Permit Holder shall supply Pre-Commencement Report (including photographs) for all surrounding Council assets (e.g. footpath, vehicle crossing, kerb, roadway, nature-strip, street signs, trees, etc) affected by works.

Whitehorse City Council reserves the right to charge additional Security Deposit based on the scope of works and potential damage to Council assets.

If access to the site is required through park reserve, please contact Council's Parkswide Department on 9262 6222.

Access to the site during construction is generally not permitted. If access is required please contact the Engineering Administration Team on 9262 6177.

Please note that where Council assets are damaged as a result of building works, the Asset Protection Permit Holder is responsible for all of the repairs, and Council will not be repairing any assets damaged as a result of building works as part of its regular maintenance regime.

INSPECTIONS

Council shall carry out inspections as follows:

Initial Inspection

The site prior to the commencement of works. All pre-existing damage will be noted. If works have commenced prior to this initial inspection, Council will assume that all assets are in excellent condition.

Final Inspection

The site on completion of works. All Permit Holder related damage will be identified. If inspection is requested and site works are not completed, additional inspection fees may be applied for repeat Final Inspections.

Inspections will only be carried out between 8:00am and 5:00pm Monday to Friday.

Forty-eight (48) hours notice shall be given to Council when inspections are required.

SAFETY

The Permit Holder shall supply and erect any barriers, signs, lights etc. to ensure the safety of all traffic, both vehicular and pedestrian and to protect the works from damage. The road reserve and any Council land must be protected, in accordance with the Code of Practice for Worksite Safety – Traffic Management.

Interference to vehicular and/or pedestrian traffic shall be kept to a minimum and shall be to the satisfaction of Council.

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DAMAGE TO COUNCIL PROPERTY

Should damage occur to Council property or assets as a result of the works, then the Permit Holder must reinstate the damaged property or assets to the satisfaction of Council.

Inspection of Reinstatement Works

Prior to pouring any concrete for reinstatement works, Council must inspect the base, formwork and reinforcement placement.

Reinstatement of Vehicle Crossing

Vehicle crossing shall be constructed in accordance with the specifications for the Construction of Vehicle Crossing (Standard S 105) and the relevant Standard Drawings.

Reinstatement of Bituminous and Concrete Surfaces

Concrete paving shall be sawcut to the nearest joints and incomplete or damaged slabs or bays replaced.

Footpaths shall be 75mm thick, unreinforced, 20 MPa concrete on a 50mm compacted thickness Class 2 crushed rock base.

Reinstatement of bituminous and concrete surfaces may be arranged with Council and the cost will be deducted from the deposit.

All openings shall be completely backfilled at the end of each day's work.

Works Affecting Naturestrips

Nature strips shall be resurfaced with a minimum of 100mm of topsoil and seeded. The level of the topsoil shall be 40mm above the surrounding surface.

Reinstatement – General

The Permit Holder shall reinstate the work site to the satisfaction of Council.

Should the Permit Holder fail to comply with any of the conditions, Council may, without reference to the Permit Holder, carry out any work deemed necessary to maintain Council's assets. Costs will be deducted from the Security Deposit.

Should the costs incurred by Council exceed the amount of the deposit, the Permit Holder shall reimburse Council for the additional costs.

Full responsibility for any damage to public or private property caused as a result of the work carried out under this Permit shall be borne by the Permit Holder.

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Appendix 8 - Application Form – Inspections for Various Permits

(Fee set as per approved annual Council budget)

APPLICATION FORM – INSPECTIONS FOR VARIOUS PERMITS (Includes works on arterial roads)



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

Please allow a minimum of 20 working days for assessment of this application. This is NOT a 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):	<input type="checkbox"/> Service connection <input type="checkbox"/> Drainage connection <input type="checkbox"/> Construction of outfall drain <input type="checkbox"/> Minor works <input type="checkbox"/> Vehicle crossing <input type="checkbox"/> Other works, specify: _____
Working on what part of the road?	<input type="checkbox"/> Roadway <input type="checkbox"/> Footpath <input type="checkbox"/> Nature-strip <input type="checkbox"/> Centre median <input type="checkbox"/> Other (please specify) _____
Please indicate if any Council assets will be affected by the proposed works:	<input type="checkbox"/> Painted or constructed parking bays <input type="checkbox"/> Drainage <input type="checkbox"/> Street signs <input type="checkbox"/> Street tree <input type="checkbox"/> 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:	<input type="checkbox"/> Power/Light Pole <input type="checkbox"/> Telstra asset (pit, tower, etc) <input type="checkbox"/> Fire Hydrant <input type="checkbox"/> Gas Main <input type="checkbox"/> 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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APPLICATION FORM – INSPECTIONS FOR VARIOUS PERMITS
(Includes works on arterial roads)

Public Liability Insurance Details (copy must be submitted with this application form)	
Does the contractor have public liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> 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): 1. VicRoads MOA 2. VicRoads consent to undertake works in the road reserve (arterial roads only) 3. A copy of your site traffic management plan 4. A certificate of currency of public liability insurance 5. Civil works (drainage) plan approved by development approval engineer 6. Consent for temporary part road closure 7. Endorsed plan (if works are part of a development e.g. units, commercial) 8. Planning permit (vehicle crossings on arterial road or heritage overlay)	Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <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 , 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of crossing proposed to be constructed:	
<input type="checkbox"/> Multiple crossings into the property No: _____ Width of property: _____ (Properties less than 20m wide are unlikely to have a second vehicle crossing approved)	
<input type="checkbox"/> Single vehicle crossing less than 3.6m wide	
<input type="checkbox"/> Relocate existing crossover	
<input type="checkbox"/> Crossover greater than 3.6m wide Width? _____	
Do you wish to meet with Council's Civil Works Inspector when he conducts site visit to assess your application?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

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APPLICATION FORM – INSPECTIONS FOR VARIOUS PERMITS
(Includes works on arterial roads)

(The Civil Works Inspector will contact you to arrange a suitable time, within two weeks of application lodgement).	
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 must 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 Application	
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 <i>Road Management Act 2004</i> , the Road Safety Act 1986 and their associated Regulations and Codes of Practice and the conditions of consent outlined below.	
<ol style="list-style-type: none"> 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. 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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APPLICATION FORM – INSPECTIONS FOR VARIOUS PERMITS
(Includes works on arterial roads)

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:
- The base, formwork and reinforcement placement (if any) for concrete works.
 - 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.
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 Council Local Law No. 1 Clause 27 the property owner is responsible for ensuring that a Vehicle Crossing is properly constructed and is not a hazard to the general public. This application and consent is 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.
27. The Consent once issued is valid for 3 months or as outlined on VicRoads approvals.

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) Locked Bag 2 Nunawading Delivery Centre NUNAWADING VIC 3131	Whitehorse Civic Centre 379 Whitehorse Road Nunawading (Cashiers are open 8.30am-4.45pm)	customer.service@whitehorse.vic.gov.au <small>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</small>	9262 6490

Appendix 9 - Conditions under which an Application Form – Inspections for Various Permits is granted

The granting of the consent does not exempt the proponent from the requirements of other Commonwealth and state legislation or policy.

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.

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.

The proponent shall conduct works in a manner that protects the safety of the general public.

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.

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.

The proponent shall conduct all works in accordance with the approved plans and specifications.

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.

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.

The proponent must ensure that the works are directly supervised at all times by adequately trained and competent staff.

Whilst undertaking the works, the proponent must protect and preserve existing roadside vegetation and site of biological significance within the road reserve.

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.

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.

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 Investment Department,

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telephone 9262 6177. Any requirements outlined by VicRoads must also be adhered to at all times

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).

The Proponent shall provide two weeks advance notice to the public and other authorities, where affected by the works.

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.

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.

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

ADDITIONAL CONDITIONS FOR NON-UTILITIES

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 Investment Department, telephone 9262 6177.

Vehicle crossings shall be constructed in accordance with Council's specification and relevant standard drawings. These are available from the Engineering and Investment Department, telephone 9262 6177.

Thrust boring shall be used to lay services under concrete and bituminous surfaces.

The proponent shall reinstate the work in accordance with Council's specifications and to Council's satisfaction.

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.

Please note that under Council Local Law No. 1 Clause 27 the property owner is responsible for ensuring that a Vehicle Crossing is properly constructed and is not a hazard to the general public. This application and consent is to be disclosed to property owners to ensure that they are informed about the conditions of the consent.

If the works are unsatisfactory the proponent will be required to carry out any works deemed necessary.