

Information regarding application for Consent to Work within the Road Reserve

1. Road Opening/Works Consent

The purpose of this consent is to provide a procedure to control the opening and reinstatement of roads, footpaths and drains throughout the Shire of Murrindindi that are under Council's care and control.

Every person who intends to carry out works in a road reserve or to open or connect into a Council drain must first obtain Consent to Work in the Road Reserve. Some exemptions apply to public service authorities/companies (or their contractors) with legislative authority.

The relevant legislation applicable to works consent are in line with Council's Local Laws and the *Road Management Act 2004* and its associated regulations.

Trenching across sealed roads is expressly prohibited unless the Manager of Assets and Infrastructure agrees that there is no practical alternative construction method.

If the works require opening part of a road pavement a Traffic Management Plan needs to be submitted and will be included as part of the permit conditions.

The Manager Infrastructure Assets may include other conditions (such as limiting the times when work can be carried out) to minimise any inconvenience to the public as a result of the works.

Works are to be carried out in such a way as to minimise inconvenience to the public and to ensure that no safety hazard exists. The Manager Infrastructure Assets may direct that the person(s) carrying out the works tend to any complaints or take measures to remove a safety hazard or if this is not practical may take any other action necessary to make the works safe.

All reinstatement works are to be inspected by Council engineering staff to ensure that the work has been satisfactorily completed. For major works additional inspections may be made during the works.

The reinstatement of minor openings (less than 8.5 square metres) of sealed roads and paths is the responsibility of the applicant. The reinstatement of larger areas shall be subject to the submission of a Road Reinstatement Plan to the satisfaction of the Manager Infrastructure Assets before a permit is issued.

Consent will be required from VicRoads for works within road reserves as the responsible authority for the following roads:

- Acheron Way
- Broadford Flowerdale Rd
- Buxton-Marysville Rd
- Healesville Kinglake Rd
- Heidelberg –Kinglake Rd
- Marysville Rd
- Marysville-Woods Point Rd
- Taggerty-Thornton Rd
- Whittlesea-Yea Rd
- Goulburn Valley Highway
- Maroondah Highway
- Melba Highway
- Maroondah Link Highway
- Whittlesea-Kinglake Rd

2. Applying for consent to work in the road reserve

Vehicle crossings, road openings and works in the road reserve can only be constructed (or altered or removed) after a consent has been obtained from Council.

To make an application for consent to work in the road reserve, complete the appropriate application form (available on Council's website) and enclose the prescribed fee. The application can be lodged, in person, at Council's office in Alexandra, Kinglake or Yea or post it to Murrindindi Shire Council, Development Services Department, PO Box 138, Alexandra, 3714.

If you would like to discuss the details of your application or need any help in completing the application form please contact (03) 5772 0333. It is advisable to make an appointment if you want to see an engineer in person.

The consent fee is charged to offset Council's costs in providing information relative to vehicle crossings, road openings and works permits, checking that the proposal meets Council's requirements and inspecting the works during and after construction.

After you have made an application for consent, Council's staff will check the application and, if satisfactory, issue you with a permit. If the application is not satisfactory you will be advised of this and the reasons for this decision.

3. Fee structure

Please note that the *Road Management (Works and Infrastructure) Regulations 2014* sets out the prescribed fees for an application for consent to undertake works in road reserves. Visit <https://go.vic.gov.au/HYA7Pj> for the current applicable fees.

4. Vehicle crossings

Vehicle crossings are driveways between the road and private property. If you want to drive a vehicle onto your property from the adjoining road you must construct a vehicle crossing to a standard approved by Council.

Vehicle crossings are necessary so that vehicles can enter and leave the private property without damaging the footpath area and road verge and must be constructed to Council's standards so that the crossings are functional, safe for all road users and are part of an aesthetically pleasing streetscape.

The relevant legislation applicable to vehicle crossings is in line Council's Local Laws and the *Road Management Act 2004* and its associated regulations.

Council's vehicle crossing standards

Council has an adopted design manual and the following standard drawings, showing the layout of vehicle crossings are available at www.designmanual.com.au:

- Vehicle Crossing for Urban Areas with Kerb and Channel (Drawing No. SD240)
- Retro Fit Residential Vehicle Crossing (Drawing No. SD235)
- New Residential Double Vehicle Crossing (Drawing No. SD245)
- New Industrial Double Vehicle Crossing (Drawing No. SD250)
- Vehicle Crossing for Urban Areas without Kerb and Channel (SD 260)
- Vehicle Crossing for Rural Areas (Drawing No. SD255)

The layouts and pavement details shown in these drawings are generally required to be met; however, it is acknowledged that in special circumstances these may be varied. If you believe that the vehicle crossing standard layout should be varied to suit your particular situation this should preferably be discussed with the Infrastructure Assets department staff before the application is lodged.

Council has adopted two standard pavement materials:

- concrete: in township areas
- sealed or crushed rock*: in non-township areas

Adherence to these standards is encouraged but Council acknowledges that some owners will want to use an alternative surface such as pavers, bricks, asphalt, coloured concrete, etc. and may approve such an alternative surface providing it is satisfied that the end result will be a functional vehicle crossing that is safe for all road users and which is aesthetically pleasing viewed by itself and in the context of the whole road.

*Crushed rock is generally only acceptable on the unsealed road network where the crushed rock can be contained and not create a hazard on the adjoining road.

It is important to note that if you choose a surface finish different from Council's standards your future maintenance costs may be higher (refer to following section on Maintenance of Vehicle Crossings).

Construction

Once a Vehicle Crossing permit has been obtained the work may be carried out.

In some cases conditions may be included on the permit to limit when works may be carried out so that the impact of the works on the community is minimised. Any such conditions must be fully complied with.

In general, the works must be carried out so that the safety of the public is ensured and that the technical specifications for the vehicle crossing are met.

Safety Matters

The site must at all times be maintained in a condition that is safe to vehicular and pedestrian traffic. This may require roadwork's/workmen ahead warning signs, delineation of the works with barriers, etc. maintenance of an alternative footway, providing temporary ramps, etc. At night time the site must be adequately delineated and visible to vehicles and pedestrians.

Infrastructure and Asset staff are available to advise on specific safety control for a particular site and may be able to assist with the hire of signs, barricades, etc.

If an accident occurs as a result of the vehicle crossing works, Council will hold the person carrying out the works as responsible for such.

Technical Specifications

Concrete crossings shall be bed on a minimum of 50 mm class 3 fine crushed rock or approved equivalent. Contraction joints shall be included in the concrete paving. Concrete strength shall be a minimum 25 MPa.

Headwalls shall be pre-cast or cast as part of the crossing if concrete paving is used. Where footpath or kerb and channel do not exist, levels for the crossing shall be checked by Council prior to the construction of the pavement.

Inspections

Council will inspect the vehicle crossing after the work has been completed and it is your responsibility to ensure that the work complies with the permit issued. If the inspected crossing is found to be defective the owner(s) will be required to re-construct the crossing to the required standard.

You may ask the Infrastructure and Asset department staff to inspect the crossing during construction if there are issues that you would like checked.

Maintenance of vehicle crossings

Council requires you to maintain your vehicle crossing in a good condition so that it continues to serve its function and remains safe and visually acceptable. The vehicle crossing remains your responsibility not Council's.

If your vehicle crossing is damaged as a result of works carried out by Council, Council will only reinstate the crossing to its standard for the vehicle crossing type. That is, if the vehicle crossing is of a surface finish different to Council's standard then Council will reinstate the crossing to the adopted standard only or pay the owners for the cost of this work. If the owners want the crossing reinstated to the previous surface finish they will have to arrange this (in a timely fashion) and pay the additional costs involved.

If the damage is the result of public utility works the reinstatement of the vehicle crossing will be the responsibility of the company or authority concerned. It should, however, be expected that a similar situation will exist as outlined above for Council works particularly if the reinstatement required is excessively expensive or that replacement materials cannot be readily obtained.

5. Drainage and services

All drainage and development service connections not carried out by a service authority within the road reserve require a permit and consent in accordance and the *Road Management Act 2004*.

6. Hoarding

A hoarding permit is required for any works requiring the footpath, nature-strip, and / or road reserve to be occupied and temporary fenced off. This is required for the safety of the public and also for the safety of contractors. Local Law consent is required under the *Road Management Act 2004* for works on the road reserve.