

# Application for Permit – Works Within Road Reserve (WWRR)

Applicant Details			
Company Name			
Contact Person			
Postal Address			
Suburb		Postcode	
Phone		Mobile	
Email			
Applicant Description			
<input type="checkbox"/> Service Authority		<input type="checkbox"/> Agent / contractor for Service Authority	
<input type="checkbox"/> Private Contractor		<input type="checkbox"/> Other (provide details):	
Details of Work			
<input type="checkbox"/> Service Connection		<input type="checkbox"/> Stormwater Connection	
<input type="checkbox"/> Construct a new vehicle crossing		<input type="checkbox"/> Relocate, widen or remove an existing vehicle crossing	
<input type="checkbox"/> Works on a nature strip		<input type="checkbox"/> Erecting hoardings/banners on structures	
<input type="checkbox"/> Other works (provide details):			
Date of works		Start date:	Finish date:
Address of works			
Suburb		Postcode	
Additional location details for rural areas			
<p><b>Description of works.</b> Please include any Council assets affected by proposed works.</p>			
Planning / Building Permit No (If applicable)			
Contractor Details (the person or body who will be responsible for undertaking the works)			
Contractor / Company Name			
Contact person responsible for works on site			
Postal Address			
Suburb		Postcode	
Phone		Mobile	
Email			
Is this contractor on Council's Approved Contractor database?		<input type="checkbox"/> YES <input type="checkbox"/> NO* <input type="checkbox"/> UNSURE	
*If no, would you like to be added to Council's Approved Contractor database?		<input type="checkbox"/> YES# <input type="checkbox"/> NO	
#If yes, please complete Council's Contractor Details Form. This can be found on Council's website.			

**Insurances (Note: only need to be provided by contractors who are NOT a Council Approved Contractor)**

<b>Public Liability Insurance No.</b>		<b>Please provide a copy</b>
<b>Expiry Date</b>		
<b>Policy Number</b>		<b>Please provide a copy</b>
<b>Work Cover Insurance No.</b>		

**Permit fees and payment details**

<input type="checkbox"/> <b>Vehicle Crossing Works</b>	<b>\$180</b>
<input type="checkbox"/> <b>Other works within a reserve</b> <i>Please calculate the applicable fee using the table below</i>	<b>\$</b>

	<b>Works, other than minor works</b>		<b>Minor works</b>	
	on roadway, shoulder or pathway	<u>not</u> on roadway , shoulder or pathway	on roadway, shoulder or pathway	<u>not</u> on roadway , shoulder or pathway
<b>Municipal roads, speed limit over 50km/hr</b>	43.1 fee units <b>(\$622.80)</b>	23.5 fee units <b>(\$339.58)</b>	9.3 fee units <b>(\$134.40)</b>	6 fee units <b>(\$86.70)</b>
<b>Municipal roads, speed under 50km/hr</b>	23.5 fee units <b>(\$339.58)</b>	6 fee units <b>(\$86.70)</b>	9.3 fee units <b>(\$134.40)</b>	6 fee units <b>(\$86.70)</b>

As at 1 July 2018 - 1 fee unit = \$14.45. Fee units are reviewed annually on 1 July.

**Payment Options**

<input type="checkbox"/>	<b>In Person</b> (by cash, cheque or credit card)
<input type="checkbox"/>	<b>By Mail:</b> Attach a cheque or money order payable to 'Surf Coast Shire Council'
<input type="checkbox"/>	<b>By Credit Card:</b> Please forward this form via mail or email and Council will contact you to take your credit card payment over the phone. <b>PLEASE DO NOT PROVIDE ANY CREDIT CARD DETAILS ON THIS FORM</b>

**Declaration**

<input type="checkbox"/>	<b>NOTE: This permit is not valid until the appropriate fees have been received.</b>
<input type="checkbox"/>	<b>By checking this box, you acknowledge you have read and agree to the terms and conditions as outlined in the Works Within Road Reserves terms and conditions. You also agree to accept responsibility for the reinstatement of any Council assets you damage to the satisfaction of Council whilst undertaking work relating to this permit.</b>
<b>Applicants Signature:</b>	
<b>Date:</b>	
<b>Applicants Name:</b>	

*Privacy Statement: Surf Coast Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act 2014. The information will be used for the primary purpose it was collected or any related purpose for which the individual would reasonably expect Council to use or disclose the information. The information will not be disclosed to any other party unless Council is required to do so by law.*

### Office Use Only – To be completed by Council officer

Supporting Documentation to be provided with this application*		Trim reference
<input type="checkbox"/>	<b>Public Liability Insurance - Certificate of Currency</b> A copy of contractor's Public Liability Insurance Certificate of Currency in the amount of \$10,000,000 specifying Council as an interested party <i>(Only needs to be provided by new contractors not listed on Approved Contractor's Database)</i>	
<input type="checkbox"/>	<b>Work Cover Insurance Policy</b> <i>(Only needs to be provided by new contractors not listed on Approved Contractor's Database)</i>	
Yes <input type="checkbox"/>	<b>Site Plan</b> Is a site plan required? <i>A scaled location plan showing the location of utility assets, which road and which parts of the road and road reserve are affected, proposed depth of cover, clearance and offsets to other road and non-road infrastructure</i>	
No <input type="checkbox"/>		
Yes <input type="checkbox"/>	<b>Traffic Management Plan</b> Is a traffic management plan required? <i>In accordance with the Road Management Act 2004 and Road Safety Act 1986, you must have in effect and submit a traffic management plan for approval. The plan must be prepared by a suitably trained and qualified person. The plan must include details of how you propose to place, erect, dismantle and/or undertake the proposed works including details of pedestrian access</i>	
No <input type="checkbox"/>		

### Office Use Only – Permit details to be completed by officer

Trim Reference:		Receipt:	
Date permit approved:		Date permit expires:	
Authorised By:			
Conditions of permit:			
Are any other permits required? <i>For example, planning, building, vegetation?</i>			
Final inspection by:		Date:	