Works Within Road Reserves (WWRR)

- This application form is to apply for consent from East Gippsland Shire Council to undertake works in, on or under the road reserve

Applicant details:

Frist Name:			Surname:		
Company name: (if relevant)					
Property:					
Postal address:					
				Postcode:	
Contact number:					
Email address:					
Preferred method of permit delivery		☐ Post	☐ Email	☐ Collection from one of Council Service Centres	
Location	☐ Bairnsdale	☐ Lakes Entrance	☐ Omeo	☐ Orbost	☐ Mallacoota

Important: *(select the role that best describes you)*

☐ Utility (Agencies, Road Managers)	☐ Non-Utility (private/property owners/resident)

Details of works: *(see fees section below for work type definitions)*

☐ Private/existing driveway crossing	☐ Water tapping	☐ Drainage connection
☐ Service connection	☐ Other minor works	☐ Major works

Risk assessment: Please attach risk assessment and risk mitigation measures and/or checklist as per Road Management Act Code of Practice

Work hours: From (time): AM/PM	To (time): AM/PM
Start date:	End date:

Collection notice:
East Gippsland Shire Council collects information provided by you in this form to consider your application for a works within road reserve consent. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

Location of works:

Unit number:	Street number:	Street name:
Suburb:		Postcode:
If new or subdivided land that has not been named or provided with a street number, describe locality (could include GPS, Map Reference from Vic Roads Country Edition)		

Works Manager details: *(the person who will be responsible for supervising these works)*

First name:	Surname:
Company name: (if relevant)	
Contact number:	
Email address:	

Traffic impact:

1. Will a Traffic Management Plan be in operation during the proposed works?	☐ Yes	☐ No
(Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety – Traffic Management)		
2. Will major traffic control devices that require a "Memorandum of Consent" be used?	☐ Yes	☐ No
3. Will the works?		
Require deviation of vehicular traffic into an oncoming traffic lane	☐ Yes	☐ No
Be conducted in a clearway when in operation	☐ Yes	☐ No
Be conducted on, partly on or affect a bridge or other structure	☐ Yes	☐ No
4. Will closure of the road or part of the road to vehicular traffic be required for?		
A continuous period of more than 12 hours	☐ Yes	☐ No
More than 24 hours in a 7-day period	☐ Yes	☐ No
5. If "Yes" to either 4(a) or 4(b), then what is?		
(a) the number of traffic lanes to be closed?	☐ 1	☐ Both/More
(b) the length of traffic lane to be closed?	☐ Yes	☐ No

Collection notice:
East Gippsland Shire Council collects information provided by you in this form to consider your application for a works within road reserve consent. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

6. Please provide any other relevant traffic information, attach details if necessary This might include impact on pedestrians (including provisions for people with disabilities), cyclists or public Transport.

Consultation:

Will access to adjoining properties be affected?	☐ Yes	☐ No
Have you consulted with adjoining property owners/occupiers and/or affected members of the community?	☐ Yes	☐ No
Date consulted	_____/_____/_____	
Mitigation Plan (please describe your proposed plan to minimise any adverse effect on adjoining properties – if necessary, provide details as an attachment)		
Affected assets belonging to other parties/authorities:		
Name of Organisation that owns other assets that may be affected by the works		
Have they been consulted?	☐ Yes	☐ No

Collection notice:
East Gippsland Shire Council collects information provided by you in this form to consider your application for a works within road reserve consent. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

Asset/s (e.g. Utility infrastructure, street trees, remnant vegetation and landscaped areas)
Effect on asset/s
Mitigation

Fees

- Payable when submitting application
- Fee structure is set by the Victorian Department of Treasury and Finance – Works and Infrastructure Regulation 2005

As of 1 July 2026, 1 Fee Unit = $17.27 i.e. 6 fee units = $103.62

Municipal Road Classification	**MAJOR WORKS**	**MINOR WORKS**	
	Conducted on any part of the roadway,	Conducted on any part of the road reserve shoulder or pathway	Not Conducted on any part of the roadway, shoulder
Municipal road or non-arterial state road	24 fee units	12 fee units	6 fee units
Notification of completed works	Nil Fee	Nil Fee	Nil Fee

Collection notice:
East Gippsland Shire Council collects information provided by you in this form to consider your application for a works within road reserve consent. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

Examples of fees for type of works	Fee
Installing a driveway crossover to a property	12 fee units
Water tapping – minor works	6 fee units
Barricading nature strip around building site (Occupation of road reserve)	6 fee units
Major Road works installing infrastructure under the roadway or works requiring major traffic management devices/ Road Closures or Opening	24 fee units

Insurance details: *(please attach a copy of insurance)*

Insurer name:
Policy number:
Policy expiry date: _____/_____/_____
Sum insured: (minimum of $20 million public liability insurance)
Policy provided by: ☐ The applicant ☐ The contractor

This application form is for consent to carry out Works Within the Road Reserve, the details I have provided in this application are correct.

I agree to reinstate all disturbed surfaces in a condition as near as practical to the existing condition prior to works.

Applicant signature:	
Applicant name	Date _____/_____/_____

Please note incomplete applications or missed attachments will delay the processing and the issue of a permit.

Applicant check list:

☐ Form is complete with all relevant detail and signed

☐ Fees paid/payment enclosed

☐ Site plan attached

☐ Traffic management plan prepared/attached please note a copy of the traffic management plan must be retained at the worksite at all times

☐ Public Liability insurance with minimum coverage if $20 million in place to cover the works

- If you would like to view **"A Guide to Working in the Road Reserve"**, please go to our website - Road Safety and Speed Zones or contact our Road Safety Officer.
- Once the permit is issued it will be sent to you via your nominated contact details i.e. Post / Email, **please ensure you have provided your preferred reply details.**
- If you have any questions or require any further information, please contact the Road & Traffic Technical Officer at East Gippsland Shire Council.

Collection notice:
East Gippsland Shire Council collects information provided by you in this form to consider your application for a works within road reserve consent. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

Office Use Only:	
Receipt type code: 741	Amount paid:
Receipt number:	Officer initials:
CS Stamp:	IM Stamp:

Contact Council

Phone: 03 5153 9500

Email: feedback@egipps.vic.gov.au

Website: eastgippsland.vic.gov.au

Mail: PO Box 1618, Bairnsdale VIC 3875

Customer Service Centres:

- **Bairnsdale**: 273 Main Street
- **Lakes Entrance**: 18 Mechanics Street
- **Mallacoota**: 70 Maurice Avenue
- **Omeo**: 179 Day Avenue
- **Orbost**: 1 Ruskin Street
- **Paynesville**: 55 Esplanade

Collection notice:
East Gippsland Shire Council collects information provided by you in this form to consider your application for a works within road reserve consent. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26