

CITY OF WODONGA Road reserve works permit application

104 Hovell St, Wodonga Ph: (02) 6022 9300 Fax: (02) 6022 9322

Applicant details: Builder Owner Other Date: _____

Applicant name:		
Address:		
Phone:	Mobile:	Fax:
Email:		
Owners name:		

Location of works:

Address of works:		
Phone:	Mobile:	Fax:
Email:		
Owners signature:		Date:

Details of work:
 Vehicle crossing Stormwater connection New dwelling

Other work (specify) _____

Description of Work (also attach sketch plan detailing works):

Commencement date: _____ Completion date: _____

Permit and fees:

Note: For a new dwelling an asset protection permit and vehicle crossing permit will need to be obtained. A single Asset Protection Permit Bond will be required to cover both permits. Please visit wodonga.vic.gov.au for applicable fees and charges or phone Customer Focus on (02) 6022 9300.

Permit type	Tick	Permit Fee	Bond amount
Asset protection		\$	\$
Vehicle crossing		\$	
Stormwater connection		\$	
Combined permit		\$	

Bond refund:	Direct deposit	Cheque
BSB:	Account number:	Payee:
Title of account:	Address:	

Office use only:

Assessing officer:	Approval date:	
Signature:		
Date:	Receipt:	Amount:

Personal and / or Health Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer".

CONDITION OF THE PERMIT:

VEHICLE CROSSINGS

1. Works cannot commence until a vehicle crossing permit has been approved and the appropriate fees and bonds have been paid.
2. The permit holder must hold a current public liability policy of insurance for an amount not less than 10 million (\$10,000,000) dollars per claim, and that all responsibility for liability and/or claims for damages which arise as the result of the work are to be borne by the person or company to whom this is issued. Insurance must remain current for the duration of the works otherwise this permit will become invalid. (Council may request to sight your insurance policy at any time). The application will not be processed until a copy of certificate of currency for public liability insurance has been produced.
3. A refundable asset protection permit bond is payable. The permit will not be issued unless the bond is paid. Please visit wodonga.vic.gov.au for applicable fees and charges or phone Customer Focus on (02) 6022 9300.
4. The permit fee is non-refundable and the permit must be available on site at all times whether the permit holder or any other person is carrying out the works.
5. The permit is valid for 12 months or when the prescribed works have concluded, whichever comes first.
6. Twenty-four hours notice for an inspection or appointment must be given to council's appointed officer.
7. Any works in addition to those prescribed in this permit must not be conducted without prior approval by council's appointed officer.
8. Ensure that adequate and effective safety procedures (including traffic management to VicRoads code of practice if required) are adhered to at all times. Barriers and signs must be installed at the work site for the entire duration of the works in accordance with the Standards Association of Australia and Road Management Act requirements.
9. Restriction of the free passage of traffic, including pedestrians, shall be minimized in both time and work area.
10. Works which will affect access to, or the safe navigation of, a public carriageway must be completed within one day between the hours of 8am-5pm Mon-Fri or 9am-5pm on any other day including public holidays. Any variation to this condition must be authorized by council's appointed officer before commencing works.
11. Any rectification work by council to a road opening that fails or does not meet council's specifications will be at the cost of the permit holder where the permit holder fails to rectify the works within a timeframe as determined by council's appointed officer. Should council be required to rectify the works, the funds will be recovered from the asset protection permit bond. Should the cost of the repair work be greater than the amount of the asset protection bond, then the permit holder will be required to pay council the amount of the shortfall, being the difference between the cost of the repair work and the amount of the asset protection bond. Should the cost of the rectification works be less than the amount of the asset protection bond, the unused portion will be repaid to the person who paid it to council.

ASSET PROTECTION

1. No works shall commence until an asset protection permit has been issued and the appropriate fees and bonds have been paid and the initial inspection has been undertaken.
2. The owner/builder is to take all necessary precautions to ensure that council's infrastructure assets are not damaged and the building site and areas adjacent to the building site are maintained.
3. Prior to the commencement of work, all the necessary erosion and sediment control measures need to be in place. Refer Erosion and Sediment Control Guidelines for Building Sites.
4. Mud and clay and any other material that is tracked on the footpath and roadway by any vehicle or trailer must be immediately removed back to the building site.
5. All building materials and building debris must be stored on site – NOT on the footpath, nature strip or roadway. This applies to materials removed from the site and deliveries of new material to the site.
6. All pedestrian walkways, footpaths, roadways and all areas adjacent to the building site must be kept free of materials and be kept safely trafficable at all times to the satisfaction of the council's appointed officer.
7. Failure to restore the road reserve and make good any damage caused to council infrastructure assets within 28 days of completion of the building works will result in council undertaking the necessary restoration work and the cost being deducted from the asset protection permit bond. Where the costs exceed the asset protection permit bond, the owner will be liable for the excess and invoiced.

8. The entry point to the site for the all purposes must be confined to the existing crossing point. Where the property is not provided with a permanent vehicle crossing, a temporary crossing must be constructed at the place of point of entry (preferably the ultimate access point for the site) to the satisfaction of the council. The width of the access point must not exceed 4.5 metres.

WASTE MANAGEMENT

1. All hard waste should be stored on-site in a way that prevents material loss caused by wind or water. In an appropriate rubbish receptacle.
2. Smaller materials such as litter should be contained in covered bins or litter traps formed on all sides by a geotextile wind break.
3. Chemical Waste such as paint and other chemicals should be appropriately disposed of and must not left on site for greater than 24 hours. All chemicals must be stored in accordance with MSDS and safe working requirements.

COMBINED PERMIT APPLICATIONS

A combined Vehicle Crossing and Asset Protection permit application fee applies, and also requires the payment of a bond paid prior to works commencing. Please visit wodonga.vic.gov.au for applicable fees and charges or phone Customer Focus on (02) 6022 9300.

STORMWATER CONNECTION

Prior to the backfilling of a storm water connection, a council officer will be required to inspect the completed works. Twenty-four hours notice for an inspection or appointment must be given.

GUIDELINES FOR ROAD RESERVE WORKS PERMITS

Purpose of the guidelines

VEHICLE CROSSING PERMIT

THE COUNCIL ADMINISTERS THE CONSTRUCTION OF NEW VEHICLE CROSSINGS OR ALTERATIONS to existing vehicle crossings in accordance with the council's local laws, Local Government Act 1989, Wodonga Planning Scheme and specific planning permit requirements.

GENERAL NOTES

1. You must make a separate application to the council for the performance of works within the road reserve before you conduct any works regardless of whether you have previously obtained a town planning or building permit.
2. An application must be made at least seven working days prior to the proposed commencement of works on site.
3. Applications for the construction or alteration of a vehicle crossing must be made on the council's standard application form.
4. A permit fee applies for all vehicle crossing applications.
5. A refundable bond is payable with each vehicle crossing application. This bond (or part thereof) will only be refunded upon the completion of the works to the council's satisfaction.
6. Upon receipt of an application, a council officer will inspect the site and determine if the request meets the council's standards or conditions as documented in a planning permit. A response will then be forwarded to the applicant within five days of receipt by the Projects and Design unit. You may be asked to provide further information or to seek approval from other authorities where their assets are impacted, prior to council providing approval.
7. All vehicle crossing works are to be performed to the council's standards and to conditions included on the council's permit or letter of approval.

WHAT YOU CAN'T DO

The council will not approve the construction of a new vehicle crossing that is:

1. Located opposite an intersecting street;
2. Within nine metres of a front or side boundary of a property when the boundary lies adjacent to a road intersection;
3. Where an existing driveway is provided as part of a new subdivision, the driveway location is fixed and cannot be altered;
4. Pattern paved, coloured, stenciled or any alternative concrete finish;
5. Concrete surface shall be wood floated or broom finished in plain concrete. Only plain concrete finishes shall be permitted; and/or

6. Where there is an existing footpath, the driveway shall match into the footpath and joints into the footpath shall be dowelled as detailed in the standard drawing.

Unless approval has been received through a town planning permit process, the council will not approve the construction of a second driveway if:

1. The street frontage of the property is less than 17 metres in width;
2. If the distance between the driveways is less than seven metres;
3. If the street frontage length is less than 20 metres, the percentage of driveway access at the building line cannot exceed 40 per cent of the total frontage; and/or
4. If the street frontage length is greater than 20 metres, the percentage of driveway access at the building line cannot exceed 33 per cent of the total frontage.

WHAT YOU NEED TO PROVIDE

1. A completed road reserve works permit application form signed by the owner together with payment of the permit fee. Upon approval, a refundable bond will need to be lodged with the council prior to any works commencing on site.
2. If the application is not signed by the owner, documentation is to be provided by the applicant proving they have authorization to act on behalf of the owner.
3. The applicant must provide details of any town planning permit and endorsed plans related to the application for a vehicle crossing.
4. A plan must accompany your application showing what works are proposed. The plan should detail other obstacles such as street trees, drainage pits, poles etc. If other public authority assets are required to be altered, you will be required to obtain, at your cost, the necessary approvals prior to council approval.
5. If the crossing is to service a new dwelling/unit/building, details showing the proposed slope of the driveway must also be included in the plans provided. Grades greater than one in five (one metre vertical for every five metre horizontal).
6. If the crossing application is approved, you will be issued with an approved copy of your drawing and will be required to:
 - a. Supply public liability details;
 - b. Perform works in a safe manner, provide safety signage, barriers etc;
 - c. Not obstruct vehicular or pedestrian traffic;
 - d. Works must be completed six months from approval;
 - e. Perform works to the council standards; and
 - f. With 24 hour notice, call for an inspection by a council officer of the prepared works prior to pouring a new crossing or crossing alteration.

ASSET PROTECTION PERMIT

An asset protection permit ensures that existing council infrastructure such as footpaths and gutters are not damaged by building contractors during construction. An asset protection permit is required in the following circumstances:

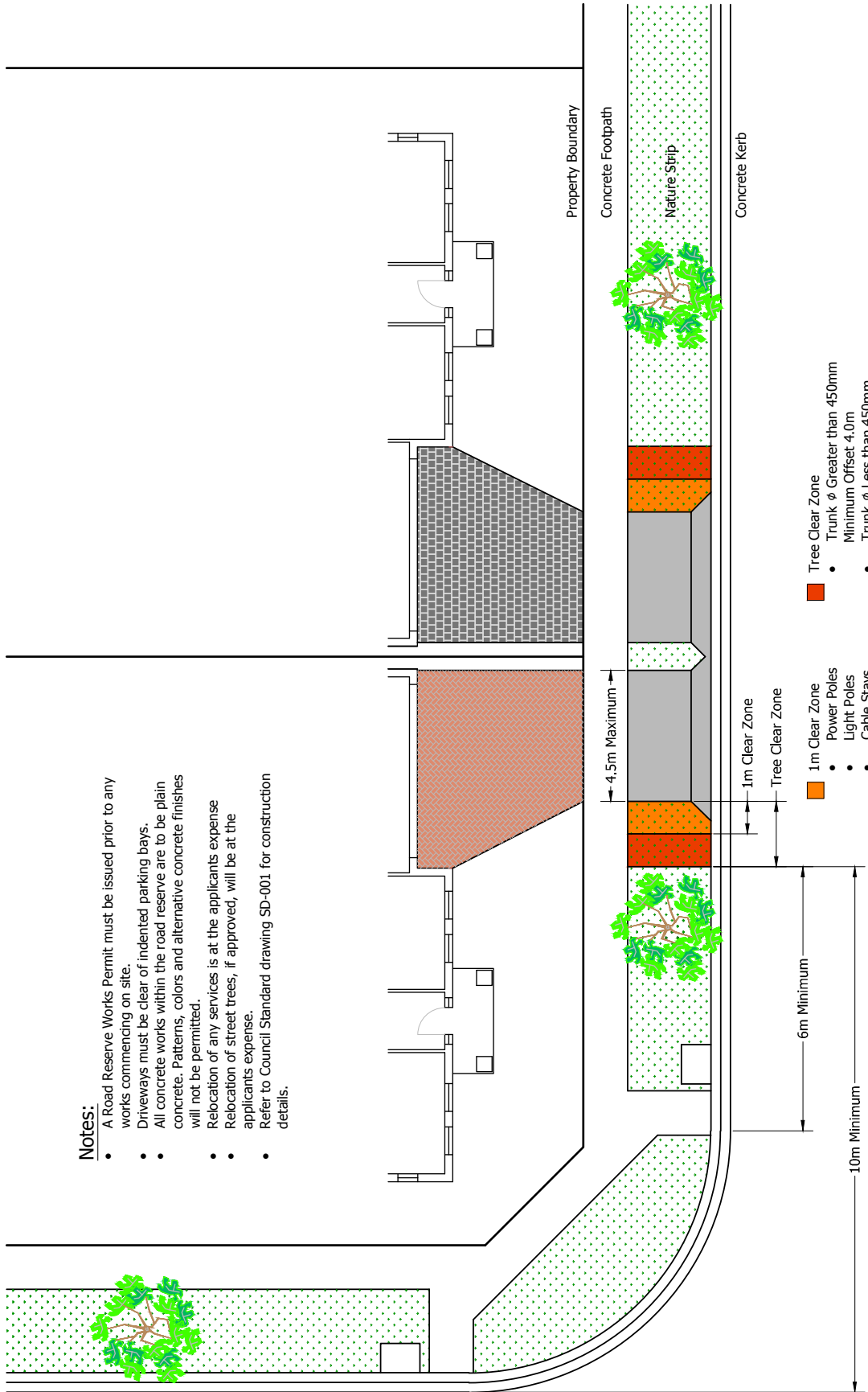
- Where the cost of any domestic building work is \$20,000 or more;
- The demolition and/or removal of buildings;
- Where the cost of the commercial/industrial building work is \$30,000 or more; and/or
- All swimming pools/spas irrespective of the cost of works.

The permit is required so that the council can undertake inspections on the assets that may be impacted by the building works. The condition of the assets will be documented and any existing damage will be noted. At the conclusion of the work, a further inspection will be undertaken and any new damage to the council's infrastructure will be reported to the applicant for rectification.

The asset protection permit will be required to be obtained seven days prior to any works being undertaken on site. The cost of the permit together with a refundable asset protection permit bond that will be returned at the satisfactory completion of the works.

Should work on site commence prior to the asset protection permit being applied for and the inspection being undertaken, any damage to the council infrastructure that is found will be deemed to be the responsibility of the applicant to rectify.

Should the applicant not rectify any damage to council assets within four weeks of notification, the council will utilise the asset protection permit bond to undertake these works. Should the bond be insufficient to cover the rectification works, council will issue an invoice to the applicant for any outstanding amounts.



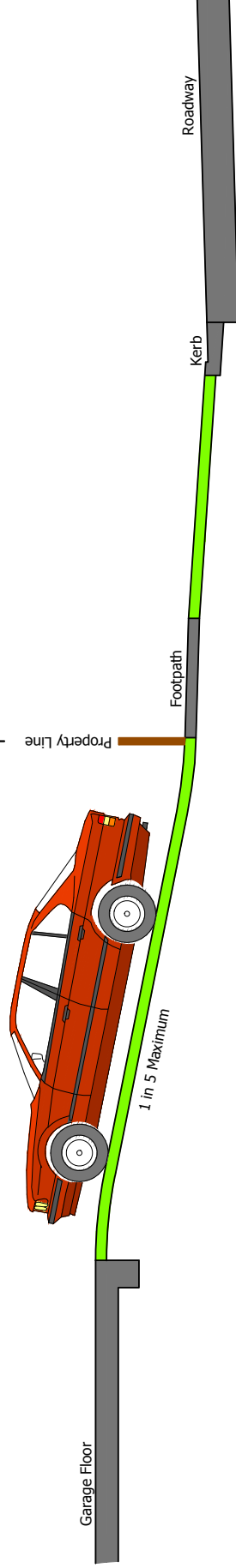
Notes:

- A Road Reserve Works Permit must be issued prior to any works commencing on site.
- Driveways must be clear of indented parking bays.
- All concrete works within the road reserve are to be plain concrete. Patterns, colors and alternative concrete finishes will not be permitted.
- Relocation of any services is at the applicants expense
- Relocation of street trees, if approved, will be at the applicants expense.
- Refer to Council Standard drawing SD-001 for construction details.

Driveway Crossing Details - General Layout



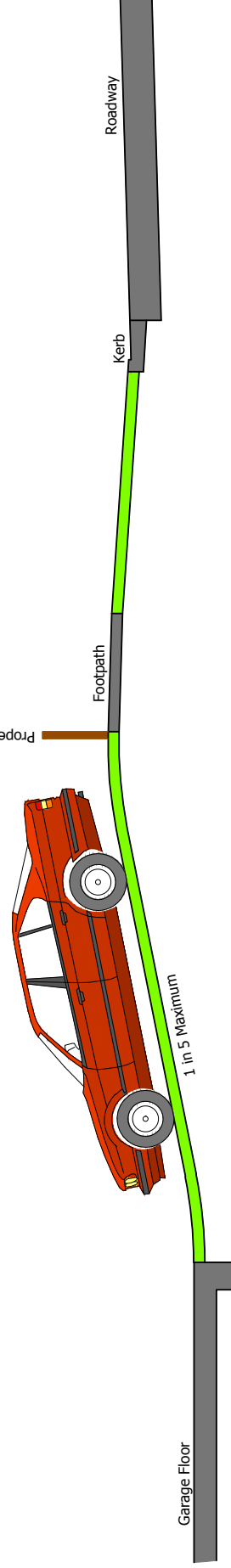
Private Property ← → Road Reserve



Driveway Upslope - Typical Drawing

Garage Setback (m)	Maximum Height Difference Property Line to Garage		
	1 in 5	1 in 6	1 in 7
4	0.63	0.53	0.47
5	0.83	0.70	0.61
6	1.03	0.86	0.76
7	1.23	1.03	0.90
8	1.43	1.20	1.04

Private Property ← → Road Reserve



Driveway Downslope - Typical Drawing