

Application for Consent to Undertake Works Within Road Reserve

In Accordance with
Road Management Act 2004, Schedule 7
Road Management (Works & Infrastructure) Reg 2015
 1 July 2026 – 30 June 2027

THIS FORM IS NOT A PERMIT – Conditions of consent will be emailed to the applicant when consent is granted.

General Information

Type: (Tick box)	Application for consent	Application Date:		Purchase Order No:	
	Notification of works	Payment:	In Person (Customer Service Centres)	By Phone (with card details)	On Line (we will issue an invoice)
			Waiver (as previously agreed)		
	Proposed Start Date:	/ /	Proposed Finish Date:	/ /	
Applicant:					
Address:					
Role: (Tick box)	Owner	Builder	Plumber	Agent for	
Contact:				Phone:	
Mobile:				Applicant Signature:	
Email:					

Application for Consent Fees

(Please tick only one box in this section.)

Minor Works (≤ 8.5 sqm)	Drainage/Service Connection	\$103.60	Hoarding or Other Works	\$103.60
	Roads - Works or Maintenance	\$160.60	Vehicle Crossing, Footpath or Kerb & Channel	\$160.60
	Road Speed		>50kph	≤50kph
	conducted on, or any part of, the roadway, pathway or shoulder		\$160.60	\$160.60
	not conducted on, or any part of, the roadway, pathway or shoulder		\$103.60	\$103.60
Other Than Minor Works	conducted on, or any part of, the roadway, pathway or shoulder		\$744.30	\$405.80
	not conducted on, or any part of, the roadway, pathway or shoulder		\$405.80	\$103.60

Details of Work – Affected property occupiers must be consulted

Site Address: (Works Location)			
Description of Works: (Include list of Assets affected by works)			
	A plan to scale of your proposed works is required, including offset measurements, location, dimensions, vegetation clearing, drain works and reference to IDM standard drawings .	Plan included	
	Is Council reinstatement of assets required? (This will be at applicant's cost.)	Yes	No

Details of Contractor

Contractor:		Contractor's ABN:	
Address:		Insurance Company and Policy Number: (Minimum of \$10 million PLI cover - copy must be provided)	
Works Manager:			
Mobile:		Phone:	
Email address:			

Traffic Impact (Please tick boxes)			
Will a Traffic Management Plan be in operation during the proposed works: (Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety - Traffic Management)			Yes No
Will major traffic control devices requiring a "Memorandum of Consent" be used? Examples of major traffic control devices include speed limit signs, traffic signals (including portable traffic signals etc. (Note: refer Road Safety (Road Rules) 1999 and Code of Practice for Worksite Safety - Traffic Management)			Yes No
Will the Works: (a) require deviation of vehicular traffic into on-coming traffic lane? (b) be conducted in a clearway when in operation? (c) be conducted on, partly or affect a bridge or other structure?			Yes No Yes No Yes No
Will closure of the road or part of the road to vehicular traffic be required for: (a) a continuous period of more than 12 hours? (b) more than 24 hours in a 7-day period?			Yes No Yes No
If a part of the road requires closure what is: (a) the number of traffic lanes to be closed? (b) the length of traffic lane to be closed (1st lane) (c) the length of traffic lane to be closed (2nd lane)			
Please provide any other relevant traffic information, including impact on pedestrians (including provision for all abilities and cyclists):			
Works Manager Responsibilities include:			
Road Management Act 2004 Schedule 7 Section 14 Principles applying to infrastructure managers and works managers: 1. An infrastructure manager or a works manager must have regard to the principles specified in this clause in the provision of non-road infrastructure on roads. 2. The primary purpose of a road is use by members of the public and authorised users must be managed as far as reasonably practicable in such a way as to minimise any adverse impacts on the primary purpose. 3. Without limiting the generality of sub-clause (2), authorised uses must be managed so as to – (a) minimise any damage to roads and road infrastructure; (b) ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable; (c) minimise any disruption to road users; (ca) minimise any disruption to users of different modes of transport which have priority on specified roads; (d) minimise any risk to the safety and property of road users and the public generally; (e) facilitate the design and installation of infrastructure which minimises any risk to the safety of road users; (f) ensure that the road and any other infrastructure is reinstated as nearly as practicable to the condition existing before the works necessary for the provision of the non-road infrastructure were conducted; (g) protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve.			
Application for Consent Fees Information			
Consent fees are payable when lodging an application for consent. The application fees are set under the Road Management (Works & Infrastructure) Regulations 2015 S.R. No 61/2015 Part 5 – Fees Regulation 22, and the meaning of <i>minor works</i> is taken from the same regulations Part 1 – Regulation 6. The fees are calculated using the Department of Treasury and Finance Indexation of Fees and Penalties according to the Monetary Units Act 2004. From 1 July 2026 to 30 June 2027, one fee unit has been set at \$17.27. Reinstatement fees are reviewed annually and are included in Council's adopted Fees and Charges Schedule.			
Reinstatement Fees (GST incl.)	Road Pavement		Footpath
	Pre-mix per m ²	\$288.00	Concrete per m ² (single panel) \$449.00
	Replacement and sprayed bitumen seal per m ²	\$561.00	Concrete per m ² (multiple panel) Quote Required
	Sprayed bitumen seal only per m ²	\$113.00	Spray Bitumen seal per m ² \$113.00
	Other		Construct with sprayed Bitumen seal per m ² \$403.00
	Side Entry Pit Lids	\$411.00	Kerb and Channel
	Cut concrete, jack hammer, cut away per m ²	\$130.00	Concrete per lineal metre Quote Required
	Pavers per m ²	\$179.00	
The Glenelg Shire Council (Council) collects this information for the purpose of assessing your Application for consent to undertake works within the road reserve. The Council is authorised to collect this information under the Road Management Act 2004 and Road Management (Works & Infrastructure) Regulations 2015. Council will not release your personal information to any other person or body, unless (a) it has been authorised to do so by you, (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council. If you choose not to provide the required information, Council may not be able to process your application. Council will ensure that your personal information is held securely in accordance with the Privacy and Data Protection Act 2014 (Vic). If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact the Glenelg Shire's Privacy Officer on 1300 453 635 or enquiry@glenelg.vic.gov.au .			