



SECTION 138 (ROAD OPENING PERMIT) APPLICATION 2024-25

Under Section 138 of the Roads Act 1993

1. APPLICATION DETAILS					
Name:					
Address:					
Town:		Postcode:			
Phone:		Email:			
2. PROPERTY DETAILS					
Address:				P/code:	
Lot:		Section:		DP:	
3. PROPOSED WORKS					
Please tick appropriate box(es)					
<input type="checkbox"/> Filtered water tapping		<input type="checkbox"/> Raw water tapping			
Size of connection _____ mm					
<input type="checkbox"/> Stormwater connection					
<input type="checkbox"/> Work within Road Reserves (ie Gutter Crossings, Driveway, Kerb and Gutter, Footpaths, Pavement Construction Work)					
Type of work proposed: _____					
<input type="checkbox"/> Private Pipeline , Irrigation Culvert Works and Irrigation Channel Works					
Size and type of pipeline :					
Please refer to attachment A for required agreement in or under a road					
<input type="checkbox"/> Sewage connections					
<input type="checkbox"/> Other					
4. DETAILED DESCRIPTION OF PROPOSED WORKS					
<input type="checkbox"/> Plan of work attached					
<input type="checkbox"/> Traffic Control Plan(s) attached					
<input type="checkbox"/> Copy of Insurance certificates attached					



5. APPLICANT'S DECLARATION

I/We understand that:

1. No work is to be carried out until the proposed works have been approved by the Council and where required an agreement has been signed.
2. I/we will be required to meet the full cost of the all work and any costs arising there from.
3. Reinstatement of any infrastructure will be carried out at my/our cost where the Council so requires.
4. A sum of money equal to the estimated cost of any work to be carried out by the Council on my/our behalf will be deposited by me/us with the Council before the work is commenced where directed by Council

Applicants Signature

Date

6. APPLICATION FEES

Residential - \$91.50 GST not applicable Commercial - \$297.50 GST not applicable 2024/25 Fees
(additional fees apply for water connection)

Payment Method (please tick)

Cheque (enclosed)

Electronic Funds Transfer BSB: 633 000 Acct: 146126420 Ref: Applicant Name

Credit Card (Call Council to make payment over phone)

OFFICE USE: Code 17 W1.1260.1345

7. WORKS APPROVED

Applications Name: _____

Lot: _____ DP: _____

Street Address:

Filtered Water Tapping

Raw Water Tapping

Size of connection: _____mm

Stormwater connection

Work within Road Reserves (ie Gutter Crossings, Driveway, Kerb and Gutter, Footpaths, Pavement Construction Work)

Work on Footpath or Nature Strip

Private Pipeline , Irrigation Culvert Works and Irrigation Channel Works

Sewage connections

Other

Please define: _____



8. STANDARD CONDITIONS

1. All works are to be undertaken in accordance with the relevant Australian Standards and /or Council Specifications.
2. All work s are to be inspected before any of the works are covered by concrete, dirt or other materials.
3. A final inspection of the works is required / council to be advised of completion.
4. Any damage caused to Council's infrastructure is to be repaired at full cost of the applicant, Such works to be undertaken to the satisfaction of Council.
5. Failure to comply with the above conditions may result in action being taken under the Local Government Act 1993 by way of Notice. Order or Fine.

Signature of Council Officer

Date

Title

9. PROCESS

1. Applicant obtains application form and lodges application with Council together with required fee and information as noted on the form.
2. Application is assessed by Council
3. Approval form is given by to the applicant with the relevant conditions of approval attached.
4. Applicant must meet the conditions of approval and have relevant inspections by Council Staff, signed off by Council. To arrange an inspection please contact Council 03 5886 1200. (48 Hours Notice to be provided)
5. Works to be signed off by Council on completion.



10. NOTES

Council is responsible for the whole of the road reserve and persons working within the road reserve are obligated to obtain approval before undertaking any works within the reserve.

This relates not only to work on the road pavement but any area of the road reserve.

To obtain approval for work within the road reserve persons must apply for a "Road Opening Permit" from the Council. This application will be assessed by the relevant staff for conformity with Council's standards of work and the relevant Australian Standards.

The fees to obtain a permit are specified in the Annual Management Plan. These fees are subject to change annually and at other times as Council sees fit.

For major works of high risk, Council may require a bond or bank guarantee to cover the possible default on reinstatement of defects.

Council reserves the right to remove sub-standard works. (at the installers cost)

Inspections of certain works will be required as specified on the approval

The application requires a description of the work to be undertaken, the location, the timing and reference to appropriate standards Council approval will be required to deviate from those standards .

A map or plan shall be provided showing the proposed works.

A Traffic Control Plan designed by a qualified person must also be submitted for all works being carried out within the Road Reserve. This only applies where pedestrian and/or vehicular traffic is affected.

A certificate of currency for Work Cover Construction Induction Card , Workers Compensation, Insurances and Public Liability must also be provided prior to commencement of work.

All locations of underground services are to be provided as "Work as Executed" drawings detailing suitable measurements to enable location and inclusion on Councils plans.

Council will not be liable for any damage caused to private items such as pipelines within the road reserve. Any future failure of the works carried out as part of this Road Opening Permit is the responsibility of the property owner.