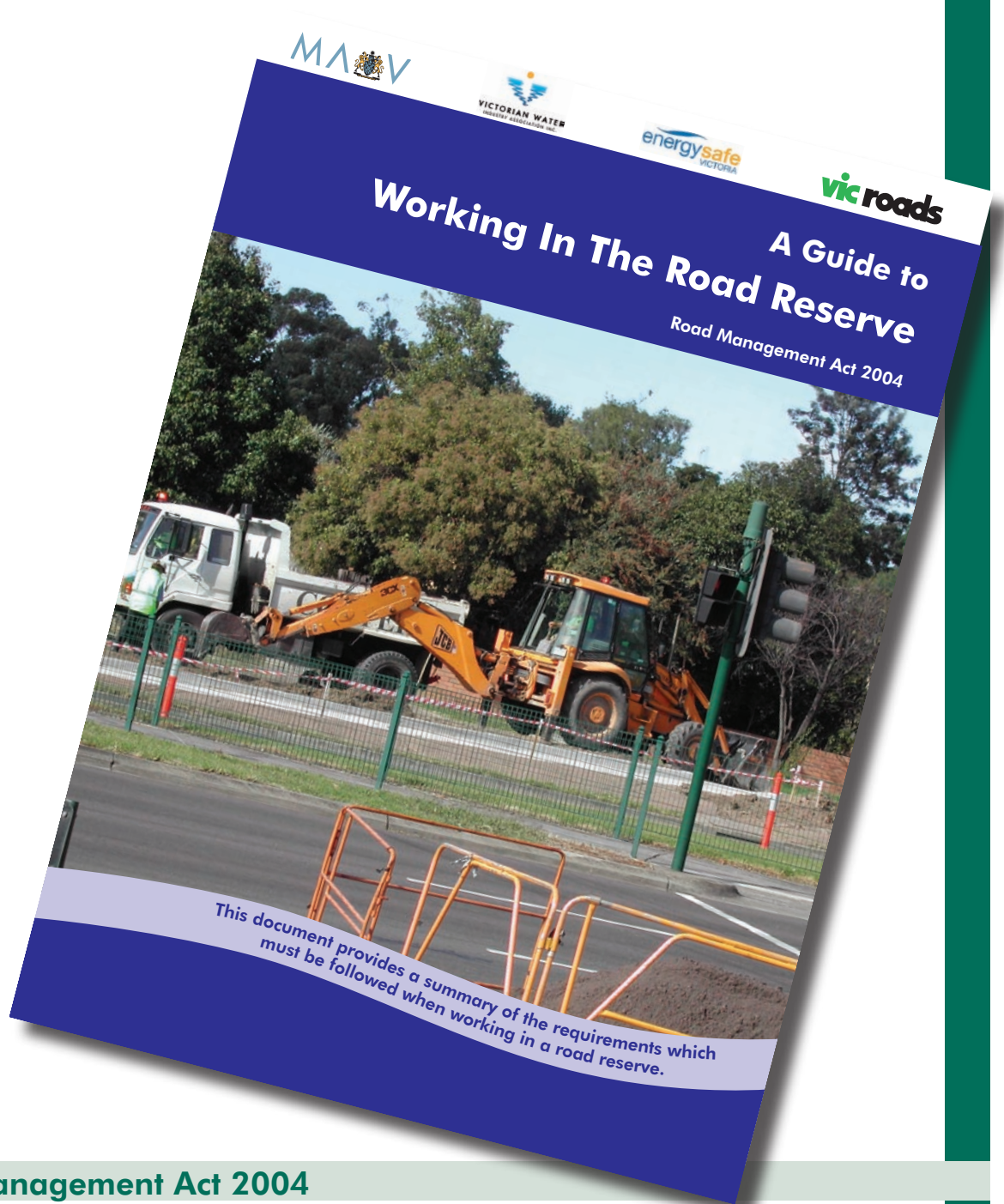


Application for Consent

Protocols for Electronic Lodgement of Information



Road Management Act 2004

Table of Contents

Section		Page
1.	Consent Application Form – Electronic Lodgement Field Numbering Sequence	3
2.	Consent Application Form – Electronic Lodgement “.csv” file descriptors	6
3.	Notification of Completed Works by Utilities when consent not required - Electronic Lodgement	10

Section 1

Consent Application Form

Electronic Lodgement Field Numbering Sequence

Works within Road Reserves

This notification / application is provided in accordance with -
1. Road Management Act 2004, Schedule 7

2. Road Management (Works and Infrastructure) Regulations 2005

Use this form for: Notification of proposed works; Application for consent; or Notification of completed works to the Coordinating Road Authority (CRA)

General Information

1 Type: Notification of proposed works Application for consent (fee payable) Notification of completed works

Fee \$: **7**

Date / / 20 **2**

VicRoads Region **5&6**

CRA Ref: **3**

Applicant details

Name **8**

Address **9**

City/Town **10**

State **11**

Postcode **12**

Contact person **14**

email address **18**

Telephone (BH) **15** Facsimilie **17**

Mobile or AH Telephone **16**

13 — IMPORTANT —

Select the ROLE that best describes you

Utility Agent for Utility

Responsible Road Authority

Agent for RRA

Telecommunications Carrier

Agent for Telco' Carrier

MFB/CFA Agent for MFB/CFA

Private Contractor/Other

Details of Work

19 Type: Service connection Supply extension Minor works Other works

Work hours from **20** : am/pm to **21** : am/pm

Start Date / / 20 **22** End Date / / 20 **23**

Road name **24** City/Town **25**

Map reference **26** Melways VicRoads Country Directory

Edition No **27** Map No **28** Grid Reference **29**

Nearest intersection (road name) **30**

Distance to intersection **31&32** m / km Direction to intersection North South East West **33**

Other road(s) / asset(s) affected **34**

Location of utility assets* **35**

Description of works** **36**

Works Manager details (the person or body who was/will be responsible for conducting these works)

Company Name **38** Contractor Yes No **37**

Address **39**

City/Town **40**

State **41**

Postcode **42**

Contact person **43**

Telephone (BH) **44**

email address **47**

Facsimilie **46**

Mobile or AH Telephone **45**

Temporary Reinstatement

48 Required? Yes No End date **49** / / 20 Time **50** : am/pm

Details **51**

* include (as an attachment) a scaled location map showing which road and which part(s) of the road reserve is (are) affected, proposed depth of cover, clearances and offsets to other road and no-road infrastructure

** Include details of assessment of relevant risks and proposed mitigation measures

not required for Notification of Completed Works

Works within Road Reserves

Permanent Reinstatement

52 Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	End date 53 / / 20	Time 54 am/pm
Details 55				
Company Name 57 Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No 56				
Address 58				
City/Town 59		State 60	Postcode 61	
Contact person 62		Telephone (BH) 63		
email address 66				
Facsimilie 65		Mobile or AH Telephone 64		

Traffic Impact

67 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)

68 2. Will major traffic control devices requiring a "Memorandum of Consent" be used? Yes No
Examples of major traffic control devices include speed limit signs, traffic signals (including portable traffic signals, etc.)
(Note: refer Road Safety (Road Rules) Regulations 1999 and Code of Practice for Worksite Safety – Traffic Management)

3. Will the works: (a) require deviation of vehicular traffic into on-coming traffic lane? Yes No **69**
(b) be conducted in a clearway when in operation? Yes No **70**
(c) be conducted on, partly on or affect a bridge or other structure? Yes No **71**

4. 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? Yes No **72**
(b) more than 24 hours in a 7 day period? Yes No **73**

5. If "Yes" to either 4(a) or 4(b), then what is: (a) the number of traffic lanes to be closed? **74**
(b) the length of traffic lane to be closed (1st lane) **75** m km **76**
(c) the length of traffic lane to be closed (2nd lane) **77** m km **78**

6. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities), cyclists and public transport
79

Consultation

80 Have you consulted with adjoining property owner(s)/occupier(s) and/or affected members of the community? Yes No

Date / / 20 **81** Is access affected? Yes No **82**

Mitigation plan: **83**

Assets of other Parties/Authorities affected ***

(If there are more than two please attach a separate paper with the details)

Owner 84	Consulted? <input type="checkbox"/> Yes <input type="checkbox"/> No 85
Asset 86	
Effect 87	
Minimisation plan: 88	
Owner 89	Consulted? <input type="checkbox"/> Yes <input type="checkbox"/> No 90
Asset 91	
Effect 92	
Minimisation plan: 93	

*** Includes other utility infrastructure, street trees, remnant vegetation and landscaped areas # not required for Notification of Completed Works

Section 2

Consent Application Form

Electronic Lodgement “.csv” field descriptors

Column on CSV File	Reference on Application Form			
	Section	Field	Format	Restricted Values
1	General information	Type	Text	"Notification of proposed works" or "Application for consent" or "Notification of completed works"
2	"	Date	Date	
3	"	CRA Ref	Alpha/Numeric	
4	"	Your Ref	Alpha/Numeric	
5	"	To	Text	
6	"	Region	Text	Only used for notifications or applications to VicRoads. "Eastern" or "Metro North West" or "Metro South East" or "North Eastern" or "Northern" or "South Western" or "Western"
7	"	Fee	Numeric	
8	"	From	Text	
9	"	Address	Alpha/Numeric	
10	"	City/Town	Text	
11	"	State	Text	
12	"	Postcode	Numeric	
13	"	Role	Text	"Utility" or "Agent for Utility" or "Responsible Road Authority" or "Agent for RRA" or "Telecommunications Carrier" or "Agent for Telco Carrier" or "MFB or CFA" or "Agent for MFB or CFA" or "Private Contractor/Other"
14	"	Contact person	Text	
15	"	Telephone (BH)	Numeric	
16	"	Mobile/AH Telephone	Numeric	
17	"	Facsimilie	Numeric	
18	"	Email address	Alpha/Numeric	
19	Details of work	Work type	Text	"Service connection" or "Supply extension" or "Minor works" or "Other works"
20	"	Work hours: from	Time	
21	"	Work hours: to	Time	
22	"	Start date	Date	
23	"	End date	Date	
24	"	Address	Alpha/Numeric	
25	"	City/Town	Text	
26	"	Map	Text	"Melways" or "VicRoads Country Directory"
27	"	Edition No	Alpha/Numeric	
28	"	Map No	Alpha/Numeric	
29	"	Grid reference	Alpha/Numeric	
30	"	Nearest intersection	Text	
31	"	Distance to intersection	Numeric	
32	"	"	Text	"m" or "km"
33	"	Direction to intersection	Text	"North" or "South" or "East" or "West"
34	"	Other roads effected	Text	
35	"	Location of utility assets	Text	
36	"	Description of works	Text	

Column on CSV File	Reference on Application Form			
	Section	Field	Format	Restricted Values
37	Works Manager	Contractor	Text	"Yes" or "No"
38	"	Company name	Text	
39	"	Address	Alpha/Numeric	
40	"	City/Town	Text	
41	"	State	Text	
42	"	Postcode	Numeric	
43	"	Contact person	Text	
44	"	Telephone (BH)	Numeric	
45	"	Mobile/AH Telephone	Numeric	
46	"	Facsimilie	Numeric	
47	"	Email address	Alpha/Numeric	
48	Temporary reinstatement	Required	Text	"Yes" or "No"
49	"	End date	Date	
50	"	Time	Time	
51	"	Details	Text	
52	Permanent reinstatement	Required	Text	"Yes" or "No"
53	"	End date	Date	
54	"	Time	Time	
55	"	Details	Text	
56	"	Contractor	Text	"Yes" or "No"
57	"	Company name	Text	
58	"	Address	Alpha/Numeric	
59	"	City/Town	Text	
60	"	State	Text	
61	"	Postcode	Numeric	
62	"	Contact person	Text	
63	"	Telephone (BH)	Numeric	
64	"	Mobile/AH Telephone	Numeric	
65	"	Facsimilie	Numeric	
66	"	Email address	Alpha/Numeric	
67	Traffic impact	1. Traffic Mgt Plan	Text	"Yes" or "No"
68	"	2. Memo' of Consent	Text	"Yes" or "No"
69	"	3a. Deviation of traffic	Text	"Yes" or "No"
70	"	3b. Clearway	Text	"Yes" or "No"
71	"	3c. Bridge	Text	"Yes" or "No"
72	"	4a. Road closure >12hrs	Text	"Yes" or "No"
73	"	4b. Road closure > 7day	Text	"Yes" or "No"
74	"	5a. No traffic lanes	Numeric	
75	"	5b(i) Length 1st lane	Numeric	
76	"	5b(ii) Length 1st lane	Text	"m" or "km"
77	"	5c(i) Length 2nd lane	Numeric	
78	"	5c(ii) Length 2nd lane	Text	"m" or "km"
79	"	6. Other details	Text	

Column on CSV File	Reference on Application Form			
	Section	Field	Format	Restricted Values
80	Consultation	Adjoining property	Text	"Yes" or "No"
81	"	Date	Date	
82	"	Access affected	Text	"Yes" or "No"
83	"	Mitigation plan	Text	
84	Assets of other parties	1. Owner	Text	
85	"	1. Consulted	Text	"Yes" or "No"
86	"	1. Asset(s)	Text	
87	"	1. Effect	Text	
88	"	1. Minimisation plan	Text	
89	"	2. Owner	Text	
90	"	2. Consulted	Text	"Yes" or "No"
91	"	2. Asset(s)	Text	
92	"	2. Effect	Text	
93	"	2. Minimisation plan	Text	
94	"	3. Owner	Text	
95	"	3. Consulted	Text	"Yes" or "No"
96	"	3. Asset(s)	Text	
97	"	3. Effect	Text	
98	"	3. Minimisation plan	Text	

Section 3

Notification of Completed Works by Utilities to Coordinating Road Authorities when consent not required

Electronic Lodgement

Notification Of Completed Works By Utilities

When a Utility undertakes works in the road reserve that do not require consent but requires notification to the Coordinating Road Authority upon completion the following information is required to be given to the Coordinating Road Authority.

Notification Form - Electronic Lodgement ".csv" field descriptors

Column on CSV File	Reference on Application Form			
	Section	Field	Format	Restricted Values
1	General information	Type	Text	"Notification of completed works"
2	"	Date	Date	
4	"	Your Ref	Alpha/Numeric	
8	"	From	Text	
9	"	Address	Alpha/Numeric	
10	"	City/Town	Text	
11	"	State	Text	
12	"	Postcode	Numeric	
13	"	Role	Text	"Utility" or "Agent for Utility"
14	"	Contact person	Text	
15	"	Telephone (BH)	Numeric	
19	Details of work	Work type	Text	"Service connection" or "Supply extension" or "Minor works" or "Other works"
22	"	Start date	Date	
23	"	End date	Date	
24	"	Address	Alpha/Numeric	
25	"	City/Town	Text	
26	"	Map	Text	"Melways" or "VicRoads Country Directory"
27	"	Edition No	Alpha/Numeric	
28	"	Map No	Alpha/Numeric	
29	"	Grid reference	Alpha/Numeric	

Column on CSV File	Reference on Application Form			
	Section	Field	Format	Restricted Values
30	Details of work	Nearest intersection	Text	
31	"	Distance to intersection	Numeric	
32	"	"	Text	"m" or "km"
33	"	Direction to intersection	Text	"North" or "South" or "East" or "West"
36	"	Description of works	Text	
37	Works Manager	Contractor	Text	"Yes" or "No"
38	"	Company name	Text	
39	"	Address	Alpha/Numeric	
40	"	City/Town	Text	
41	"	State	Text	
42	"	Postcode	Numeric	
43	"	Contact person	Text	
44	"	Telephone (BH)	Numeric	
52	Permanent reinstatement	Required	Text	"Yes" or "No"
53	"	End date	Date	
54	"	Time	Time	

A Consent Application Form has been marked up with the required fields and has been included in the following pages.

Works within Road Reserves

This notification / application is provided in accordance with -

1. Road Management Act 2004, Schedule 7

2. Road Management (Works and Infrastructure) Regulations 2005

Use this form for: Notification of proposed works; Application for consent; or Notification of completed works to the Coordinating Road Authority (CRA)

General Information

Type: Notification of proposed works Application for consent (fee payable) Notification of completed works **1**

Fee \$: **7**

Date / / 20 **2**

VicRoads Region **5&6**

CRA Ref: **3**

Applicant details

Name **8**

13 — IMPORTANT —

Select the ROLE that best describes you

Utility Agent for Utility

Responsible Road Authority

Agent for RRA

Telecommunications Carrier

Agent for Telco' Carrier

MFB/CFA Agent for MFB/CFA

Private Contractor/Other

Address **9**

City/Town **10**

State **11** Postcode **12**

Contact person **14**

email address **18**

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Mobile or AH Telephone **16**

Details of Work

19 Type: Service connection Supply extension Minor works Other works

Work hours from **20** : am/pm to **21** : am/pm

Start Date / / 20 **22** End Date / / 20 **23**

Road name **24** City/Town **25**

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Description of works** **36**

Works Manager details (the person or body who was/will be responsible for conducting these works)

Company Name **38** Contractor Yes No **37**

Address **39**

City/Town **40** State **41** Postcode **42**

Contact person **43** Telephone (BH) **44**

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48 Required? Yes No End date **49** / / 20 Time **50** : am/pm

Details **51**

* include (as an attachment) a scaled location map showing which road and which part(s) of the road reserve is (are) affected, proposed depth of cover, clearances and offsets to other road and no-road infrastructure

** Include details of assessment of relevant risks and proposed mitigation measures

not required for Notification of Completed Works

Works within Road Reserves

Permanent Reinstatement

52 Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	End date	53 / / 20	Time	54 am/pm
Details 55						
Company Name 57 Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No 56						
Address 58						
City/Town 59		State 60		Postcode 61		
Contact person 62		Telephone (BH) 63				
email address 66						
Facsimile 65		Mobile or AH Telephone 64				

Traffic Impact

67 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)

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6. Please provide any other relevant traffic information, including impact on pedestrians (including provision for people with disabilities), cyclists and public transport **79**

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80 Have you consulted with adjoining property owner(s)/occupier(s) and/or affected members of the community? Yes No

Date / / 20 **81** Is access affected? Yes No **82**

Mitigation plan: **83**

Assets of other Parties/Authorities affected ***

(If there are more than two please attach a separate paper with the details)

Owner 84	Consulted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	85
Asset 86				
Effect 87				
Minimisation plan: 88				
Owner 89	Consulted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	90
Asset 91				
Effect 92				
Minimisation plan: 93				

*** Includes other utility infrastructure, street trees, remnant vegetation and landscaped areas # not required for Notification of Completed Works