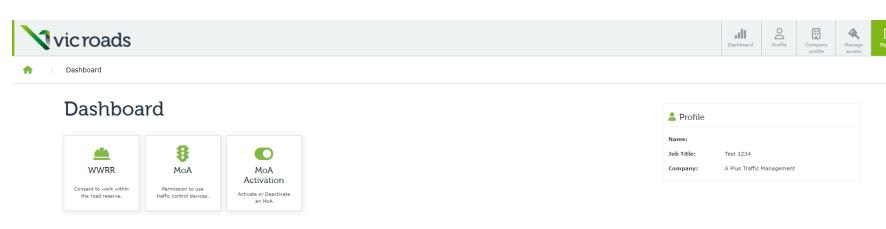
# How to send an MoA change request

## Dashboard

## There are two scenarios for change requests:

- If an MoA application is already authorised, any change requests will require a new MoA application to be submitted.
- 2. If an MoA application is yet to be authorised, change requests can be requested by following the process outlined below.

1. Go to 'Knowledge base' located at the bottom of any portal page under Support.



#### Application Dashboard

Application type	Drafts	In Review	Approved	Expired	
MoA	6	27	4	20	
wwrr	3	25	3	4	

### **Draft Applications**

Draft	Pending payment							
Application type	Status	Form type	Reference ↑	Street	Suburb	Created by	Draft created on <b>↓</b>	Actions
MoA	Draft	-	-	-	-		09-08-2022 9:38 PM	•

Draft applications will only appear on this dashboard for 14 days. Applications not submitted within this timeframe will be deleted.







# VicRoads – Knowledge Base webpage

2. Open the 'Knowledge base' page and download the MoA change request form under 'Additional forms'.

#### VEDSION 1 0

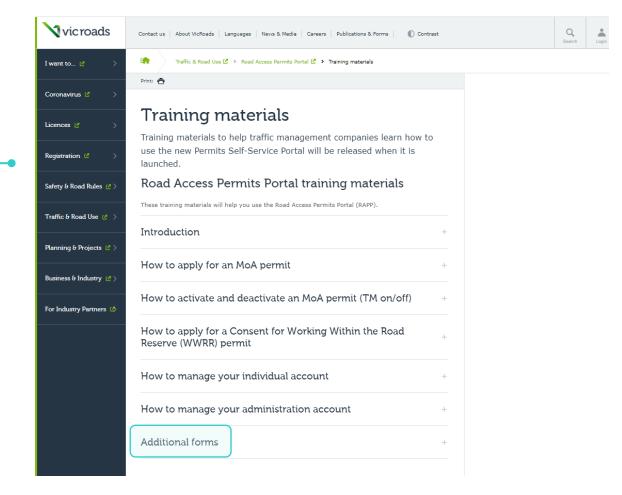
#### MOA CHANGE REQUEST FORM

To request a change to an MoA submisssion, please complete all the fields below. Once completed, send an email to DoT with this form and other supporting documents attached. <u>Please note:</u> Change requests can only be requested prior to MoA authorisation. If your MoA has been authorised already then a new MoA application will need to be submitted of a PoTA.

Unsure of where to send your email? Simply reply to the latest email received from DoT relating to the specific MoA application. These may be any recent correspondence or Acknowledgment email.

Review each field below. If nothing has changed, select No. For any changes, select Yes.

ŀ	Details changed? Date of change request: MoA reference (e			eg: MoA-001							
Ī	No	Yes		APPLICANT D	TD						
	۰	0	APPLICANT:				LOCATION & IF	MPACT #1			
	۰	0	CONTACT PERSON:		Complete the information below if you want to add/make changes to a Location or Impact.						
	۰	0	EMAIL:								
	۰	0	PHONE:			Review each field below. If nothing has changed, select No. For all new details or any changes, select Yes.					
	Details	changed?	TRAFFIC	MANAGEMEN		ARE YOUL OOVING TO ARD A NEW					
L	۰	0	TRAFFIC MANAGEMENT IMPLEMENTER:		Details (	changed?	LOCATION TO YOUR APPLICATION?				
L	۰	0	CONTACT PERSON:		No	Yes	LOCATION DETAILS				
L	٠	0	ON-SITE MOBILE:		•	0	TOWN/SUBURB:				
Ļ		changed?	TRAFFIC	MANAGEMENT		0	DECLARED / LOCAL ROAD NAME:				
-	۰	0	TRAFFIC MANAGEMENT PLAN DESIGNER:			0	MUNICPALITY				
ŀ	Details (	changed?		ORKS MANAGE T	_						
ŀ	*	0	CONTACT PERSON:			changed?	ARE YOU LOOKING TO:				
ŀ		0	ON-SITE MOBILE:		No	Yes	IMPACT DETAILS				
-		0	EMAIL:		۰	0	TRAFFIC GUIDANCE SCHEME REFERENCE NUMBERS:				
ŀ	Details	changed?	TYPE OF WORK:	WORK / EVENT	•	0	CLOSURE TYPE:				
L		plication		tion & Impact #2	•	0	LANE CLOSURE DETAILS:				
						0	NUMBER OF LANES CLOSED:				
						0	TIME DELAY:				
					•	0	CLEARANCE TO TRAFFIC:				
					•	0	LENGTH OF WORKSITE (M)				
				•	0	EXISTING SPEED LIMIT (KM/H):					
				•	0	PROPOSED TEMPORARY SPEED LIMIT (KM/H)					
				Details of	Details changed? Period of Operation						
					•	0	ERECTION DATE: (ie. Day, Month, Year)				
					0	EXPIRY (REMOVAL) DATE:					



3. Complete the MoA change request form.

# Acknowledge email or any other MoA specific emails

4. Find any email correspondence relating to the specific MoA application and reply back to that with the MoA change request form attached and any supporting documentation.

It is important that you do not change the subject line of that email.

**TIP**: The easiest way is replying to the Acknowledgement email that you would have received when you successfully submitted your original MoA application.

**NOTE:** Once the MoA application has expired, change requests will not be accepted. You will be required to submit a new MoA application.

### ACKNOWLEDGEMENT - MOA-0001457 - 60 DENMARK ST KEW 3101, 18/07/2022 - 22/07/2022 (BOROONDARA CITY)



ear Australian Roads Traffic Management Pty Ltd

Thank you for submitting a Memorandum of Authorisation application

The Head, Transport for Victoria received your application, which will now be processed. We'll advise you if there is any further information required, once we have started reviewing your application.

Expires 9/08/2029

For more information about the Memorandum of Authorisation application process, please refer to the Memorandum of Authorisation factsheet on our website

If you have any questions, please feel free to reply to this email

Please make sure the email subject line remains the same, so that we can route your application to the relevant officer.

Regards,

Department of Transport 60 Denmark Street Kew VIC 3101 T 13 11 70 W vicroads.vic.gov.au

