

# **How to submit a WWRR application**



# Apply for your Permits online



## Welcome to the Road Access Permits Portal.

This portal allows you to easily apply for Consent to work within the road reserve (WVRR) or Memorandum of Authorisation (MoA) permits by providing:

- Easy to complete application forms
- Personalised dashboard to allow you to track and manage the progress of your application
- Ability to TM on/TM off online
- Make payments easily and securely

[Learn More](#)

## Don't have a Road Access Permit Portal account?

### Submitting WVRR permit applications online

Please complete the below registration form and follow the instructions to create an account.

[Portal Registration Form](#)

### Submitting MoA permit applications online

Only prequalified or accredited traffic management companies can apply for an MoA permit to work on a DoT declared road. Please [click here](#) to find out more about prequalification and accreditation if you are a new traffic management company.

If your traffic management company is DoT prequalified/accredited then an individual within your company has been given the ability to grant you access to Portal. Please contact them directly.

Click here to start a new WWRR application

## Dashboard

**WWRR**  
Consent to work within the road reserve.

**MoA**  
Permission to use traffic control devices.

**MoA Activation**  
Activate or Deactivate an Impact

**View All - TM On**  
Deactivate Impacts

**Profile**

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**Name:** Ian Jones  
**Job Title:** tester  
**Company:** Transport Utility Traffic Management Company

### Application Dashboard

Application type	Drafts	Submitted	Approved	Expired
MoA	2	54	4	36
WWRR	2	42	2	6

### Extension Dashboard

Application type	Expiring soon	Extension requests
MoA	1	10

# WWRR Application - draft

Eligibility

Application Details

Work Details

Traffic Impact

## Eligibility

Have you checked to see if the works are exempt from Consent or Notification of Proposed Works?

- No  
 Yes

Are the works classified as developer funded? [Help +](#)

- No  
 Yes

Do the works require excavation/open trenching within the roadway or shoulder of the freeway reserve?

- No  
 Yes

Is the scope of the works entirely confined to a local road or municipal road? [Help +](#)

- No  
 Yes

Cancel

Next

The WWRR eligibility page is used to help determine whether or not you are eligible to submit a WWRR application.

**NOTE:** Only one question is displayed at a time and the next one appears if you successfully meet the criteria for each.

## WWRR Application - draft

Eligibility Application Details Work Details Traffic Impact Reinstatements

### Application details

Project ID \*

Your own reference for these works e.g. Jones street apartments or Water tapping - Hilton

Form type \* [Help +](#)

Your role \*

Utility Works or Agent for Utility – Only select these options if the Utility commissioned the works. If the works have not originated from the Utility, they represent Private works.

When selecting a 'Form type', please make sure you read the help text so that the correct form is submitted.

### Applicant details

Applicant name \*

Applicant ABN

Applicant ACN

Address

Contact person \*

Email address \*

Business hours phone number \*

After hours phone number

Another organisation is responsible for conducting the actual works

If another organisation is responsible for conducting the actual works, please tick this box and complete the necessary fields.

Most details in the Applicant Details section are pre-populated based on information from the Company profile page and Profile page.

## WWRR Application - draft

Application Details

Work Details

Traffic Impact

Reinstatements

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### Work details

#### Work type \*

Click [here](#) - refer to the 'Guide to working in the Road Reserve PDF' pages 4-6 for more information regarding 'Minor works' and 'Works other than Minor works'.

Works other than Minor Works



#### Summary of works \*

Please provide a brief summary of the works

The 'Work type' field options are dependant on the selection of the 'Your role' field on the Applications Details page.

**NOTE:** If the selection for 'Your role' field is either 'All other persons' or 'Fire Authority' then the default 'Work type' will be Works other than minor.

Provide a brief summary of the works.

**NOTE:** There are other opportunities to provide additional information. This section is intended to provide a brief overall snapshot of the nature of works.

## WRRR Application - draft

Application Details

Work Details

Traffic Impact

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### Work details

#### Work type \*

Click [here](#) - refer to the 'Guide to working in the Road Reserve PDF' pages 4-6 for more information regarding 'Minor works' and 'Works other than Minor works'.

Works other than Minor Works

#### Summary of works \*

Please provide a brief summary of the works

Text area for summary of works.

#### Work activities \*

Please select all that apply.

None selected

Are the works within the roadway, pathway or shoulder? \* [Help +](#)

No  Yes

Select the work activities for your submission. Work activities are classified by Construction activities, Overhead works, Temporary Works, Utility Infrastructure works and other works.

**Note:** Select all work activities related to the submission.

Select whether the works are within the roadway, pathway or shoulder.

**Note:** Click on the Help + for the definition of each area within the road reserve.

#### Work activities \*

Please select all that apply.

None selected



Search

Select all

#### CONSTRUCTION ACTIVITIES:

- Bus stop(s) related works
- Crane set up/removal
- Footpath works
- Gantry setup/removal
- New or modified crossovers
- Re-instatement work(s)
- Service proving (Non destructive)
- Service Proving (Potholing)
- Signage works
- Survey works

#### OVERHEAD WORKS:

Overhead works

#### TEMPORARY WORKS:

- Temporary construction - loading bay
- Temporary crossovers

#### UTILITY INFRASTRUCTURE WORKS:

- Gas main works
- Maintenance to existing connection(s) (Gas/Water/Power/Telecommunication)
- New connection(s)/supply to new developments (Gas/water/Power/Telecommunication)
- Power pole works
- Stormwater works
- Underground cabling works
- Water main/sewer works

#### OTHER WORKS:

Other Works

Click on the drop down to reveal all Work activity types. There is a search feature to help locate the relevant work activity.

Next page contains additional mandatory questions based on selections made

# WWRR Application – Work Details

## Work type \*

Click [here](#) - refer to the 'Guide to working in the Road Reserve PDF' pages 4-6 for more information regarding 'Minor works' and 'Works other than Minor works'.

Minor Works 

Are these Minor Works classified as Service Connection works? \*

No  Yes

Depending on the selection made for 'Your role' on the Application Details page, selecting 'Minor Works' will generate a new mandatory question to ask if the works are Service Connection. Selecting "Works other than minor works" will generate a new mandatory question to ask if the works are Supply Extension.

## Work activities \*

Please select all that apply.

Stormwater works ▾

Will the work involve connecting to a point of discharge managed by the Department (Head, Transport for Victoria)? \*

No  Yes

Selecting 'Stormwater works' as a Work activity will generate a new mandatory question.

Select the specific areas that will be impacted by the works \*

Please select all that apply.

Road pavement ▾

What is the direction of travel (which side of the road) for the Road pavement? \*

Please select all that apply.

None selected ▾

Selecting 'Road pavement' as an area that will be impacted by the works will generate a new mandatory question. Please select all options that apply.

The next set of questions cover the works methodology.

## Works Methodology

What methodology is used for the Works? \*

Please select all that apply.

None selected

Depending on prior selections, clicking this drop down menu will reveal one or more options to select from.

None selected ▾

Please describe the size/dimensions/depth of pit(s) and/or trench. Type N/A if not applicable.

Type N/A if not applicable. Depth of work must be at least 1.2m cover for new or existing assets under the road reserve.

[Empty text box for describing pit(s) and/or trench]

Provide a detailed description of the size, dimension and depth of the pit(s) and/or trench. Type N/A if no digging is required.

Additional information (optional)

Please include any further information that may be relevant to the works.

[Empty text box for additional information]

Provide any additional information which may assist officers reviewing your application.

Search

- Select all
- Trenching
- Piling
- Boring
- Mechanical excavation
- Manual excavation
- Non destructive digging
- Other

**Note:** Select all methodologies intended to be employed to complete the works.

**Note:** Selecting 'Other' as a Works Methodology will generate a new mandatory text box for the applicant to provide information on what other methodology will be used.

# WWRR Application – Work Details

Address \*

Please use this to search for a specific address.

Address not found?

Use 'Address not Found?' for when works location is on Freeway, a long section of road or a section of road that has no specific address e.g. Citylink, Hume Freeway, Monash Freeway etc.

Where are the works located? \*

There are two ways of entering an address for your works. One is using the Address bar (this will automatically provide options as you type) and the other is 'Address not found'? Refer to the help text to determine which one is most appropriate.

**NOTE:** You can only select one location per WWRR submission. If multiple locations are required (for utility related maintenance works with the same scope of works, or road safety related temporary message signs only), please include these in the additional information above.

Complete the remaining sections of the Work Details page:

- Dates for works
- Days of works
- Start and End times (will appear depending on days selected)
- Consultation

Dates

Start date \*

DD-MM-YYYY



End date \*

DD-MM-YYYY



Select days of the week that the works will apply on:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Consultation

- Owners of any impacted assets within the road reserve have been notified/consulted and have approved these works

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SAVE FOR LATER

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# WWRR Application – Traffic Impact & Reinstatements

## WWRR Application - draft

- Eligibility
- Application Details
- Work Details
- Traffic Impact**
- Reinstatements

### Traffic impact

Will a Traffic Management Plan be in operation during the proposed works? \*

No  Yes

### Will the works:

- Require deviation of traffic into oncoming lanes?
- Be conducted in a clearway when in operation?
- Be conducted on or partly on a bridge or other structure?

Will the works involve closure to any part of the road to vehicular traffic? \*

No  Yes

Will the works impact any public transport services or access to a tram, train or bus stop? \*

No  Yes

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- SAVE FOR LATER
- Next**

Complete all details on the Traffic Impact page.  
**Note:** Selecting Yes to any question will require additional information needing to be provided.

## WWRR Application - draft

- Eligibility
- Application Details
- Work Details
- Traffic Impact
- Reinstatements**

### Reinstatements

If the works require reinstatement, please complete the information below.

- Temporary reinstatement required on these works
- Permanent reinstatement required on these works

- Back
- SAVE FOR LATER
- Next**

Depending on your works, reinstatement may be required.  
If so, complete the necessary section (temporary reinstatement and/or permanent reinstatement).

# WWRR Application – Supporting Documents

The Work activities selected on the Work Details page determines how many supporting documents need to be uploaded.

Each document type must include an attachment. The only exception is 'other documents'.

Application Details	Work Details	Traffic Impact	Reinstatements	Supporting Documents	Declarations	Fee Summary
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## Supporting Documents

Work activities	Required documents	File attachment
Bus stop(s) related works	Approval of proposed works from Bus Infrastructure Team which includes the following details: <ul style="list-style-type: none"> <li>• which bus stop is affected,</li> <li>• new bus stop location,</li> <li>• duration of construction</li> </ul>	<a href="#">Upload Bus Stop Works Approval</a>
	Issued For Construction (IFC) Drawing outlining the methodology of the works proposed, and assets under the pavement; or equivalent drawings.	<a href="#">Upload IFC Drawing - Bus</a>
Footpath works	Issued For Construction (IFC) Drawing outlining the methodology of the works proposed, and assets under the pavement; or equivalent drawings.	<a href="#">Upload IFC Drawing - Footpath</a>
	DBYD (if works commencing within 30 days) OR Service proving results (works commencing within 12 months) and/or Boring Methodology used.	<a href="#">Upload DBYD/Service Proving - Footpath</a>
Re-instatement work(s)	Issued For Construction (IFC) Drawing outlining the methodology of the works proposed, and assets under the pavement; or equivalent drawings.	<a href="#">Upload IFC Drawing - Reinstatement</a>
	Before photos of road at the work-site.	<a href="#">Upload Before Photos</a>
	Other documents that may be relevant for this WWRR application (e.g. TMP if relevant to Consent scope of works).	<a href="#">Upload Other Documents</a>

**NOTE:** In this example, bus stop, footpath and re-instatement work activities have been selected.

The number of documents which need to be uploaded will differ, depending on the number of Work Activities selected.

# WWRR Application – Supporting Documents

To upload a document, click “choose files” to upload the correct file. You can select **multiple files** before clicking upload.

### NOTE ON ATTACHMENT SIZE LIMITS:

1. There is a 25mb single file size limit.
2. There is a collective attachment size limit of 300mb.
3. Uploading large file sizes may take some time.

Upload documents

Document type

Bus Stop Works Approval

Select file to upload \*

Choose files No file chosen

Upload

Re-instatement work(s)	Issued For Construction (IFC) Drawing outlining the methodology of the works proposed, and assets under the pavement; or equivalent drawings.	<a href="#">Upload IFC Drawing - Reinstatement</a>
	Before photos of road at the work-site.	<a href="#">Upload Before Photos</a>
	Other documents that may be relevant for this WWRR application (e.g. TMP if relevant to Consent scope of works).	<a href="#">Upload Other Documents</a>

File name	Document type ↑	Actions
Bus Stop Works authorisation.docx (19.1KB)	Bus Stop Works Approval	
Test.docx (19.1KB)	IFC Drawing - Bus	
test2 - Copy.xlsx (14,947.5KB)	IFC Drawing - Footpath	

The file name of each attachment for a document type will appear once it is uploaded.

Upload all required documents until the list of document types required have a file name linked to them.

All declarations must be ticked before being able to proceed to the next page.



> Dashboard > WWRR Application

## WWRR Application - draft

Application Details

Work Details

Traffic Impact

Reinstatements

Supporting Documents

Declarations

Fee Summary

### Declarations

- I acknowledge that I have provided true and accurate information for this permit application \*
- I acknowledge that a fee will be payable for this permit application \*

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# WWRR Application – Fee Summary (no fee is applicable)

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## WWRR Application - draft

Application Details

Work Details

Traffic Impact

Reinstatements

Additional Documents

Declarations

Fee Summary

### Fee summary

Application fee \$0.00

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[SAVE FOR LATER](#)

[Submit](#)

The Fee Summary page will display the fee and its break down (if applicable). If there isn't a fee, simply click Submit.

**NOTE:** At any point during the application submission process, you can click 'Save for later' and the application will be saved in the Draft dashboard. As this application does not have a fee, clicking 'Save for later' from the Fee Summary page will also save it in the Draft dashboard.

If you want to start another WWRR application, you can click on 'WWRR Application' to begin a new one.

[Home](#) > [Dashboard](#) > [WWRR Application](#) > [WWRR Application](#)

# WWRR Application

✓ **Congratulations!**

Your WWRR application has been successfully submitted.

For any queries regarding your application, please refer to your acknowledgement email for contact details.

When the application is successfully submitted, you will be presented with this screen.

An acknowledgement email with a PDF attachment of what was submitted will be sent to your email address (listed in the Profile page).

# WWRR Application – Fee Summary (fee payable)

This is what the Fee Summary page will display when a fee is applicable. Click Pay & Submit to proceed.

**NOTE:** If there is a fee payable, clicking ‘Save for later’ on the Fee Summary page will save the application in the pending payment tab of the Draft dashboard (Refer to ‘How to use the dashboard’ for more information).

## Make your payment

[← Back](#)

\* Indicates a required field

Card holder name \*

Credit card number \*

Expiry date \*

Month  / Year

CVV number \* 

[← Back](#)

[Pay & submit →](#)

Test  
environment



### Order summary

7506 - 29114 - Minor works - Freeway - Not conducted on part of roadway, shoulder or pathway	\$145.30
Subtotal	\$145.30
<b>Card payment fee</b>	\$0.78
<b>Total amount</b>	<b>\$146.08</b>

[Home](#) > [Dashboard](#) > WWRR Application

## WWRR Application - pending payment

Application Details

Work Details

Traffic Impact

Reinstatements

Additional Documents

Declarations

**Fee Summary**

### Fee summary

**Application fee \$461.80**

This fee has been determined based on:

- **Type of Application:** Works requiring Consent
- **Your Role:** All other persons (Private works)
- **Work type:** Works other than Minor Works
- **Location of works:** Works within Freeway reserve
- **DoT assets impacted:** Not on Roadway, pathway or shoulder

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[SAVE FOR LATER](#)

[Pay & submit](#)

Once Pay & Submit is clicked, you will be presented with the payment screen. Complete all the fields and click Pay & Submit.

When payment has gone through successfully, you will be presented with the Congratulations screen.

**NOTE:** A copy of the tax invoice will be included in the Acknowledgement email that you will receive.

# **How to send DTP an email regarding the submitted application**

# Send DTP an email

If you are looking to get in touch with DTP regarding a WWRR application that you submitted, simply find any correspondence relating to that specific application and reply to that email. These emails will be linked to the application on our end.

Various emails you can reply to:

- Acknowledgement email (received when you successfully submit your WWRR application)
- Authorised email (if the WWRR has been authorised).
- Any email correspondences received for that specific WWRR application (these could be emails that DoT officers have sent out).

**NOTE:** When replying to these emails, please make sure the subject lines remains unchanged, specifically the tracking number, which is located at the end of the subject line (e.g. TNXXXXXXXXXX). Tracking numbers are unique for each specific application.

**ACKNOWLEDGEMENT** - WWRR-0000695 [redacted] Management - 29 DENHAM PL TOORAK 3142, 30/07/2022 - 06/08/2022

 Uat Wwrr  
To Ande Shenkolianko

Retention Policy VicRoads-7 years retention (7 years)

Expires 27/07/2029

 WWRR-0000695_Submitted Application.pdf 93 KB	 Receipt WWRR-0000695 Application.pdf 88 KB
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Dear

Thank you for submitting a Works Within Road Reserve – Application for consent application.

We have 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.

A copy of your receipt is attached in this email.

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](http://vicroads.vic.gov.au)

 **APPROVED** - WWRR-0000690 - Management - WEST STREET, HADFIELD - 21/07/2022 - 31/10/2022

 Uat Wwrr  
To Ande Shenkolianko

Retention Policy VicRoads-7 years retention (7 years)

Expires 10/08/2029

 Approved Consent WWRR-0000690 Application.pdf 151 KB	 Permits - WWRR - CFW Attachment 2 - Information contained in Acts, Regulations and Ministerial Codes of P 99 KB
 Permits - WWRR - CFW Attachment 3 - General Information - Conducting Works Within Road Reserve.pdf 135 KB	 Permits - WWRR - CFW Attachment 1 - Conditions of Consent for Works within the Road Reserve.pdf 153 KB
 Permits - WWRR - CFW Attachment 4 - Installation or Replacement of Utility Infrastructure Within Road Reserves - Section 706.pdf	 Permits - WWRR - CFW attachment 5 - Section 173 Standard Section.pdf

Dear

61 Denmark Street  
KEW

Thank you for your patience while the Department of Transport (DoT) on behalf of the Head, Transport for Victoria has been assessing your Consent Application to conduct works within the Declared Road Reserve. We're pleased to advise that your Consent Application has been conditionally approved, subject to the conformance of the attached approval letter, including the specific site conditions and various attachments. Please note that you must have a written copy of the attached approval letter and all accompanying attachments with you on site throughout the authorised days of operation.

Failure to comply with this requirement may result in legal penalties and/or revocation of your approval.

When responding, please direct your correspondence to the local DoT Regional Office email address (Please refer to Attachment 1 for details).

To expedite our response, please do not change the subject of the email.

Yours sincerely,