

# **How to submit an MoA permit application**

Log in to Portal



# 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](#)

**You must be a prequalified Traffic Management company before access to portal can be granted**

## 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 MoA application

## Dashboard

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

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

 **MoA Activation**  
Activate or Deactivate an MoA

 Profile

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**Name:**

**Job Title:** Test 1234

**Company:** A Plus Traffic Management

### Application Dashboard

Application type	Drafts	In Review	Approved	Expired
MoA	5	27	4	20
WWRR	3	25	3	4

### Draft Applications

Application type	Status	Form type	Reference ↑	Street	Suburb	Created by	Draft created on ↓	Actions
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Option 1 – If you have a Consent number

Home > Dashboard > MOA Application

## MOA Application - draft

- Eligibility
- Application Details
- Work Details
- Schedule & Impact
- D

### Eligibility

Has a Consent for Works been applied for? \*

No

Yes

Consent number \*

Enter Consent number and click Next

Cancel **Next**

Option 2 – If you have a Notification of proposed works number

Home > Dashboard > MOA Application

## MOA Application - draft

- Eligibility
- Application Details
- Work Details
- Schedule & Impact
- Devic

### Eligibility

Has a Consent for Works been applied for? \*

No

Yes

Has a Notification of Proposed Works been applied for? \*

No

Yes

Application number \*

Enter Notification of proposed works number and click Next

Cancel **Next**

## Option 3 – If you don't have a Consent or Notification of proposed works number

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

# MOA Application - draft

Eligibility

Application Details

Work Details

Schedule & Impact

Devices & Documents

Declarations

### Eligibility

Has a Consent for Works been applied for? \*

- No  
 Yes

Has a Notification of Proposed Works been applied for? \*

- No  
 Yes

Please choose: \*

- These works are exempt/not applicable from needing a Consent or Notification  
 I just don't have a Consent or Notification

Select a reason and click Next

Cancel

Next

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

**NOTE:** If you use a shared inbox or want to use a different email to receive correspondences related to this application, you can change the email in the email address field.

Complete the remaining sections before proceeding to the next page:

- Works manager details
- Traffic management details (for implementation)
- Traffic management plan designer
- etc.

Dashboard > MOA Application

## MOA Application - draft

Eligibility Application Details Work Details Schedule & Impact Devices & Docu

### Applicant details

Organisation name \*  
A Plus Traffic Management

Organisation ABN \*  
33612534442

Address details \*  
61 Denmark Street, [KEW](#) VIC 3101

Contact person \*  
Ande Shenkolianko

Email address \*  
[Ande.Shenkollanko@roads.vic.gov.au](mailto:Ande.Shenkollanko@roads.vic.gov.au)

Business hours phone number \*  
Test

After hours phone number  
Provide a telephone number

### Works manager details

Company name \*

ABN

On-site contact person \*

On-site mobile phone \*  
Provide a telephone number

Email address \*

## MOA Application - draft

Eligibility

Application Details

Work Details

Schedule & Impact

Devices & Docu

### Work details

Your job reference (optional)

Type of work \*

Scope of work \*

Please provide a detailed explanation. i.e. drainage construction works within the road reserve.

### Work location

Address \*

Please use this to search for a specific address.

Address not found?

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

Road Category \*

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SAVE FOR LATER

Next

Type of work list is broken down into 3 categories: Major Projects, DoT related works and Third party/Utility.

Selecting any options from Major Projects or DoT related works will enable an option to add in the DoT contact name if one exists.

There are two ways of entering an address for your works. One is using the Address bar 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 MoA submission. If multiple locations are required, please include these in the Scope of work section above.

# MoA Application – Schedule & Impact

Each MoA application must have at least one Impact added before it can be submitted. There are no limits on how many Impacts you can add. Please make sure the Impacts added are related to the location selected on the previous page.

Impacts must reflect the disruptions on the DoT controlled Arterial roads or Freeways. For example, if there is a road closure on the local road but only a lane closure on the Arterial road, please create an Impact for the lane closure.

If needed, you may want to create one Impact for day works and another Impact for night works.

Once an Impact is created it will appear in this table. If you want to edit or delete the Impact, you can do this at any time before the application is submitted. Click on the arrow under the 'Actions' column for various options.

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

## MOA Application - draft

Eligibility

Application Details

Work Details

Schedule & Impact

Devices & Documents

Declarations

Fee Summary

### Schedule & traffic impact details

*An Impact represents a disruption. Only identify Impacts which occur on DoT controlled Arterial roads and Freeways (Declared Roads). You can add multiple Impacts if required i.e. an Impact for a lane closure and another Impact for speed reduction only.*

[I want to add an Impact](#)

Erection date ↑	Expiry date	Closure type	Lane closure details	Number of lanes closed	Description	Actions
19-08-2022	27-08-2022	Entry/Exit ramp full closure	Entry ramp closed	-	1234	

Impact(s) to Public Transport Service/access? \*

No  Yes

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## MOA Application - draft

Eligibility

Application Details

Work Details

Schedule & Impact

Devices & Documents

### Traffic control devices & documents

#### During works (We need to know about the devices you plan to use during the works)

Major traffic control devices

None selected ▾

Minor traffic control devices

None selected ▾

Permanent devices to be changed or covered (optional)

Additional information (optional)

### Traffic management related documentation

*As part of the MoA submission, you must upload any documentation that supports clause 13 of the Road Management Act 2004 Code Of Practice Worksite Safety Traffic Management. e.g. Traffic Guidance Schemes, Worksite Hazard Assessments etc.*

I want to upload a document

File name

No traffic management documents uploaded.

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Next

At least one Traffic Control device must be selected.

**NOTE:** Aftercare traffic control devices options will only be displayed if an Impact created has 'Is aftercare required?' ticked.

The relevant documentation must be attached to an MoA application before it is submitted, refer to help text for the requirements.

**NOTE:** There is an attachment size limit of 128mb each file. Uploading large file sizes may take some time.

## MOA Application - draft

Eligibility	Application Details	Work Details	Schedule & Impact	Devices & Documents	<b>Declarations</b>	Fee Summary
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### Declarations

Pursuant to Regulations under Part 2 - Installation of Traffic Control Devices – of the Road Safety (Traffic Management) Regulations 2019, I hereby apply for authorisation to erect, display, place, remove or alter (as the case may be) the Traffic Control Device(s) as specified above.

#### I also agree and acknowledge that:

- The Traffic Control Devices will be removed before the "Expiry Date" unless a further authorisation has been granted; \*
- Accurate records of actual usage will be kept in a recoverable document (e.g. diary); \*
- The attached plans are a true and accurate reflection of the base information and proposed treatment(s); \*
- The treatment(s) as shown on the plan(s) are in accordance with the Road Management Act 2004 Code of Practice Worksite Safety - Traffic Management; \*
- This application has been prepared and submitted by a VicRoads accredited/prequalified Traffic Management company for works on VicRoads controlled roads (where applicable); \*

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## MOA Application - draft

Eligibility	Application Details	Work Details	Schedule & Impact	Devices & Documents	Declarations	<b>Fee Summary</b>
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### Fee summary

Application fee \$0.00

[Back](#) [SAVE FOR LATER](#) [Submit](#)

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

When ready, click the Submit button.

**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.

## MoA Application – Successful submission screen

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).

The screenshot shows a breadcrumb trail at the top: Home > Dashboard > MOA Application > MoA Application. Below this is a horizontal line. The main heading is "MoA Application" in a large, dark font. Underneath is a green checkmark icon followed by the text "Congratulations!". Below that, it says "Your MoA application has been successfully submitted." and "For any queries regarding your application, please refer to your acknowledgement email for contact details." A callout box on the right points to the "MOA Application" breadcrumb with the text: "If you want to start another MoA application, you can click on 'MOA Application' to begin a new one." Another callout box on the left points to the main content area with the text: "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)."

Home > Dashboard > MOA Application > MoA Application

# MoA Application

✓ **Congratulations!**

Your MoA application has been successfully submitted.

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

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

# **How to submit a Blanket MoA application**

## MOA Application - draft

Eligibility Application Details **Work Details** Schedule & Impact Device

### Work details

Your job reference (optional)

Type of work \*

External Projects / Developer-Funded ✓

Is there a DoT contact associated with these works?

No  Yes

Are you applying for a Blanket MoA? \*

No  Yes

Scope of work \*

Please provide a detailed explanation. i.e. drainage construction works within the road reserve.

Submitting a Blanket MoA application is very similar to submitting a normal application. There are 2 main differences.

1. Blanket MoA applications are only allowed for certain 'Type of Work'. These are:
  - a. Any options under Major Projects
  - b. Any options under DoT related works
  - c. A select few under Third Party/Utility options

### Work location

Address

Please use this to search for a specific address.

Address not found?

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

Street address \*

Various

Suburb \*

Various

Municipality \*

✓

Postcode \*

Various

State \*

Various

Nearest intersecting road \*

Various

2. When Yes is selected for 'Are you applying for an Blanket MoA?', then in the Work location section, 'Address not found' will automatically be selected and fields will be populated with 'Various'.

Please make sure you select the Municipality before proceeding. If there are multiple Municipalities for the Blanket MoA application, please list them in the Scope of work section.