

## Memorandum of Authorisation (MoA) permits Updated application processes

**Starting 14 March**, both regional and metro MoAs will be processed by a centralised Permits Team to create one centralised area to manage applications across Victoria and streamline processes and more consistent advice.

### What's changing with the MoA permit application process from 14 March?

To apply for Department of Transport (DoT) MoA permits in the regions, traffic management companies need to email the application directly to [VicRoadsMetroMoA@roads.vic.gov.au](mailto:VicRoadsMetroMoA@roads.vic.gov.au) and follow the instructions below to make sure subject line includes all the information needed to properly allocate the application for processing.

The process for DoT MoA permit applications in the metro area remains the same. Traffic management companies should continue follow their usual process of either emailing the application to [VicRoadsMetroMoA@roads.vic.gov.au](mailto:VicRoadsMetroMoA@roads.vic.gov.au) or sending it directly to their nominated DoT/VicRoads Contract Administrator.

Please note this change only impacts roadworks related MoAs. Event applications and consent for works (WWRR) permit application processes also remain the same.

### How to submit an MoA permit (from 14 March onwards)

Follow the below process when submitting MoA permit applications for DoT managed roads.

Please note, it is important the email subject line is created following the instructions below so the Metro Permit Team can correctly allocate the MoA permit request to the right team members and reduce any delays in processing your application.

Region	Application Type	Instructions
Regional	<b>Road work MoAs (e.g. third party, utility, project)</b>	<p>Step 1. Complete MoA excel form.</p> <p>Step 2. 'Click' the 'Click to generate subject title of email and use it as your email subject line:</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin: 10px 0;"> <p>Click to generate subject title of email</p> </div> <p style="color: red; font-size: small;">Please copy the subject title below to your email:</p> <div style="border: 1px solid #ccc; padding: 2px; text-align: center; margin: 5px 0;"> <p>MOA - Francis St, Yarraville, 41 E9, 24/01/2022 - 31/12/2022, (Maribyrnong)</p> </div> <p>Step 3. Select appropriate type of application (i.e. new, change, extension)</p> <p>Step 4. Email application along with TMP/TGS, Risk Assessment and other relevant documents to <a href="mailto:VicroadsMetroMOA@roads.vic.gov.au">VicroadsMetroMOA@roads.vic.gov.au</a></p>
	<b>DRIP MoAs</b>	<p>Please note, if you are working on Developer Funded, Routine Maintenance, Improvement Projects (DRIP), make sure you indicate DRIP in the subject line when you email your MoA permit application so it can be correctly assessed. It is crucial that DRIP be placed in the subject line to ensure it is processed within five business days. Otherwise, it will be processed following the standard 15 business days turnaround time.</p> <p>Step 1. Complete MoA excel form.</p>

Region	Application Type	Instructions
		<p>Step 2. 'Click' the 'Click to generate subject title of email and use it as your email subject line. <b>Select <u>DRIP</u> from the list of application types:</b></p> <p style="text-align: center;"><a href="#">Click to generate subject title of email</a></p> <p style="text-align: center;"><small>Please copy the subject title below to your email:</small></p> <p style="text-align: center;"><a href="#">DRIP - MOA - Maroondah Highway, Croydon North, 37 E7, 1/02/2022 - 30/06/2022, (Knox)</a></p> <p>Step 3. Email application along with TMP/TGS, Risk Assessment and other relevant documents to <a href="mailto:VicroadsMetroMOA@roads.vic.gov.au">VicroadsMetroMOA@roads.vic.gov.au</a></p>
	<b>Special Events permits</b>  <b>WWRR (consent) permits</b>	No change to current processes.
<b>Metro</b>	<b>Road work MoAs</b>  <b>Events</b>  <b>WWRR (consent)</b>	No change to current processes.

#### For more information

For any questions, request for support or to enquire about the status of an external MoA application submitted more than 15 business days ago or a DRIP MoA submitted 5 business days ago, please contact the Centralised Permits Team on: [vicroadsmetromoa@roads.vic.gov.au](mailto:vicroadsmetromoa@roads.vic.gov.au) or (03) 9854 2781.