

Fact Sheet

January 2020

Consent to work on the road

Working in a road reserve

Do you need to do work within a road reserve (including the roadway and/or the roadside all the way to the fenceline)?

It is an offence to work within a road reserve without consent.

Any works undertaken within the public road reserve may require approval from the Coordinating Road Authority (CRA). As a general rule, for freeways and arterial roads the CRA is VicRoads. For municipal roads, it is the local Municipal Council.

This fact sheet only explains how to obtain consent from VicRoads. Other CRA's may have different rules and methods.

How do you get consent to work in a road reserve?

Anyone wanting to conduct work in, on, under or over a road (that is any part of the roadway or roadside and includes any medians, service roads, pathways or nature strips), is legally obliged to obtain consent from the CRA prior to commencing work and to notify the CRA following completion of the work.

Determine which CRA you need to contact and submit your application for consent.

Application forms for works on arterial roads and freeways can be downloaded from the VicRoads website and submitted electronically.

All applications for consent (including those delivered or mailed) will receive an acknowledgment of receipt of the submission together with a VicRoads reference number and contact details for any enquiries relating to that submission.

If all appropriate information is provided, VicRoads will notify you of its decision in writing within 20 business days of receipt of your application.

What does it cost?

A fee is payable for an application for consent based on the road classification and work type. Details of the fee structure can be found on the VicRoads website.

Are you exempt?

There are some exemptions that do not require you to obtain the consent of the CRA.

Driveway works on an arterial road and nature strip mowing do not require consent. However, where these works are likely to have an impact on traffic on the adjacent road, such as a lane closure, you should contact the CRA to check if an application for consent may be required.

Do you need to use traffic control devices to create a safe worksite?

If you have assessed worksite safety in line with the Code of Practice for Worksite Safety – Traffic Management and your traffic management plan requires you to use traffic control devices to manage traffic through the worksite, then you require authorisation in accordance with the Road Safety (Traffic Management) Regulation 2019.

To get this authorisation, you must submit a Memorandum of Authorisation (MoA) application and traffic management plan.

The MoA is not consent from the CRA to conduct works in the road reserve.

The MoA only authorises the erection, removal or alteration of traffic control devices such as roadwork signs, temporary speed limits and traffic cones.

A traffic management plan must be prepared for all works on roads in accordance with the Code of Practice for Worksite Safety – Traffic Management and the traffic management plan must be available for inspection onsite at all times when a worksite is set up, except during periods of aftercare. The traffic management plan must include all of the traffic control devices that you propose to use.

Additional information

These publications can be downloaded from the VicRoads website:

- *A Guide to Working in The Road Reserve*
- *Companion To A Guide To Working In The Road Reserve* (this contains FAQ's, process flow charts and examples).

