

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 (WRRR) 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 WRRR 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 MoA

 **Profile**

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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WWRR Application - draft

Eligibility

Application Details

Work Details

Traffic Impact

Reinstatement

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

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

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

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

WWRR Application - draft

Eligibility

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Work Details

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Reinstatements

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'.

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? *

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

No Yes

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.

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 MoA submission. If multiple locations are required, please include these in the Scope of work section above.

Complete the remaining sections of the Work Details page:

- Dates for works
- Days of works
- Description of works (the more detailed, the better)
- Consultation

The Construction drawing/plan must be attached to the WWRR application before it is submitted, refer to help text for requirements. There is another section later on to attach supporting documents e.g. DBYD, Planning permits etc.

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

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

Description of works *

Please provide a detailed explanation to enable DoT to assess the impact of the proposed works. Detail which part(s) of the road reserve is (are) affected, size/depth of hole/trench, proposed depth of cover, clearances and offsets to other road and non-road infrastructure and utilities. If assets of other parties/authorities are affected, include relevant details of infrastructure, remnant vegetation and landscaped areas.

Consultation

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

Construction Drawing/Plan or mud map [Help +](#)

Upload Construction Drawing/Plan

No files uploaded.

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SAVE FOR LATER

Next

WWRR Application – Traffic Impact & Reinstatements

Complete all details on the Traffic Impact page.

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

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

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

WWRR Application - draft

Eligibility

Application Details

Work Details

Traffic Impact

Reinstatements

Additional Documents

Additional Documents

Please attach other supporting documentation that will help DoT review your application. These include but are not limited to: Planning Permits, Letter nominating the legal point of discharge (stormwater connections works), DBYD documents etc.

Upload Additional Documents

No files uploaded.

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SAVE FOR LATER

Next

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

WWRR Application - draft

Application Details

Work Details

Traffic Impact

Reinstatements

Additional Documents

Declarations

Declarations

I acknowledge that I have provided true and accurate information for this permit application *

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SAVE FOR LATER

Next

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

WWRR Application – Fee Summary (no fee is applicable)

Home > Dashboard > WWRR Application

WWRR Application - draft

Application Details | Work Details | Traffic Impact | Reinstatements | Additional Documents | Declarations | **Fee Summary**

Fee summary

Application fee \$0.00

Back | 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.

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).

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

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 *

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[Pay & submit](#)

Order summary

7506 - 29114 - Minor works - Freeway - Not conducted on part of roadway, shoulder or pathway \$145.30

Subtotal \$145.30

Card payment fee \$0.78

Total amount \$146.08

[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 DoT an email regarding the submitted application

Send DoT an email

If you are looking to get in touch with DoT 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

 **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,