

How to send an extension request

If an MoA extension request is required:

1. Go to 'Knowledge base' located at the bottom of any portal page under Support.

Dashboard
 Profile
 Company profile
 Manage access
 Sign out

> Dashboard

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	6	27	4	20
WWRR	3	25	3	4

Draft Applications

Draft

Pending payment

Application type	Status	Form type	Reference ↑	Street	Suburb	Created by	Draft created on ↓	Actions
MoA	Draft	-	-	-	-		09-08-2022 9:38 PM	

Draft applications will only appear on this dashboard for 14 days. Applications not submitted within this timeframe will be deleted.

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Department of Transport

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[Knowledge base](#)
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VicRoads – Knowledge Base webpage

2. Open the ‘Knowledge base’ page and download the MoA extension request form under ‘Additional forms’.



MOA EXTENSION REQUEST FORM

To request an MoA extension, please complete all the fields below. Once completed, send an email to DoT with this form and other supporting documents attached. Please note: If your MoA has expired then a new MoA application will need to be submitted.

Unsure of where to send your email? Simply reply to the latest email received from DoT relating to the specific MoA application. These may be any recent correspondence, the Authorised email or Acknowledgment email.

AUTHORISED MOA REFERENCE NUMBER:

REASON FOR EXTENSION:

NEW PROPOSED END DATE:

End Date:

IMPACT(s) TO BE EXTENDED:

Select from the options below:

- ☒ I want to extend all Impact(s) associated to the MoA application with the requested dates identified above.
- ☐ I want to extend different Impacts with different dates. These are:

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I want to...

Coronavirus

Licences

Registration

Safety & Road Rules

Traffic & Road Use

Planning & Projects

Business & Industry

For Industry Partners

Traffic & Road Use

Road Access Permits Portal

Training materials

Print:

Training materials

Training materials to help traffic management companies learn how to use the new Permits Self-Service Portal will be released when it is launched.

Road Access Permits Portal training materials

These training materials will help you use the Road Access Permits Portal (RAPP).

Introduction

+

How to apply for an MoA permit

+

How to activate and deactivate an MoA permit (TM on/off)

+

How to apply for a Consent for Working Within the Road Reserve (WWRR) permit

+

How to manage your individual account

+

How to manage your administration account

+

Additional forms

+

3. Complete the MoA extension request form.

Acknowledge email or any other MoA specific emails

4. Find any email correspondence relating to the specific MoA application and reply back to that with the MoA extension request form attached.

It is important that you do not change the subject title of that email.

TIP: The easiest way is replying to the Acknowledgement email that you would have received when you successfully submitted your original MoA application.

NOTE: Once the MoA application has expired, extension requests will not be accepted. You will be required to submit a new MoA application.

ACKNOWLEDGEMENT -

1 1 1, 19/08/2022 - 27/08/2022 (BAW BAW SHIRE) UAT:000542316



Uat Moa
To ,

Retention Policy VicRoads-7 years retention (7 years)

Expires 8/08/2029



MOA-0001467_Submitted Application.pdf
97 KB

Dear A Plus Traffic Management

Thank you for submitting a Memorandum of Authorisation application.

The Head, Transport for Victoria 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.

For more information about the Memorandum of Authorisation application process, please refer to the Memorandum of Authorisation factsheet on our website.

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



VicRoads is now part of the Department of Transport

How to send a change request

There are two scenarios for change requests:

- 1. If an MoA application is already authorised, any change requests will require a new MoA application to be submitted.
- 2. If an MoA application is yet to be authorised, change requests can be requested by following the process outlined below.

1. Go to 'Knowledge base' located at the bottom of any portal page under Support.

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Dashboard

WWRR

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Name:

Job Title:

Company:

Test 1234

A Plus Traffic Management

Application Dashboard

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Support

Knowledge base

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Support

Knowledge base

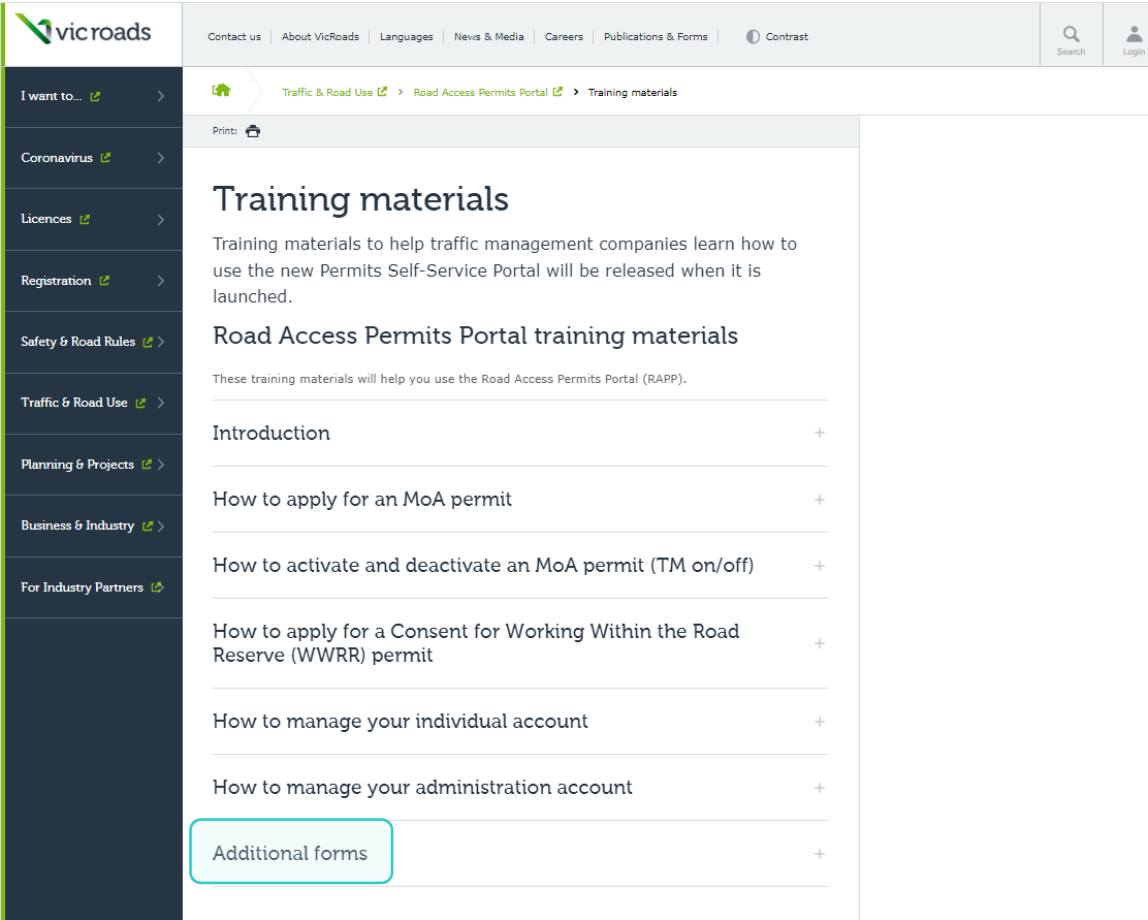
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VicRoads – Knowledge Base webpage

2. Open the ‘Knowledge base’ page and download the MoA change request form under ‘Additional forms’.



VERSION 1.0

MOA CHANGE REQUEST FORM

To request a change to an MoA submission, please complete all the fields below. Once completed, send an email to DoT with this form and other supporting documents attached. **Please note:** Change requests can only be requested prior to MoA authorisation. If your MoA has been authorised already then a new MoA application will need to be submitted via Portal.

Unsure of where to send your email? Simply reply to the latest email received from DoT relating to the specific MoA application. These may be any recent correspondence or Acknowledgment email.

Review each field below. If nothing has changed, select No. For any changes, select Yes.			
Details changed?		Date of change request:	MoA reference (eg: MoA-0012345):
No	Yes	APPLICANT D	
<input type="radio"/>	<input type="radio"/>	APPLICANT:	
<input type="radio"/>	<input type="radio"/>	CONTACT PERSON:	
<input type="radio"/>	<input type="radio"/>	EMAIL:	
<input type="radio"/>	<input type="radio"/>	PHONE:	
Complete the information below if you want to add/make changes to a Location or Impact.			
Review each field below. If nothing has changed, select No. For all new details or any changes, select Yes.			
Details changed?		LOCATION & IMPACT #1	
No	Yes	LOCATION DETAILS	
<input type="radio"/>	<input type="radio"/>	TOWN/SUBURB:	
<input type="radio"/>	<input type="radio"/>	DECLARED / LOCAL ROAD NAME:	
<input type="radio"/>	<input type="radio"/>	MUNICIPALITY	
Details changed?		IMPACT DETAILS	
<input type="radio"/>	<input type="radio"/>	ARE YOU LOOKING TO ADD A NEW LOCATION TO YOUR APPLICATION?	
<input type="radio"/>	<input type="radio"/>	TRAFFIC GUIDANCE SCHEME REFERENCE NUMBERS:	
<input type="radio"/>	<input type="radio"/>	CLOSURE TYPE:	
<input type="radio"/>	<input type="radio"/>	LANE CLOSURE DETAILS:	
<input type="radio"/>	<input type="radio"/>	NUMBER OF LANES CLOSED:	
<input type="radio"/>	<input type="radio"/>	TIME DELAY:	
<input type="radio"/>	<input type="radio"/>	CLEARANCE TO TRAFFIC:	
<input type="radio"/>	<input type="radio"/>	LENGTH OF WORKSITE (M)	
<input type="radio"/>	<input type="radio"/>	EXISTING SPEED LIMIT (KM/H):	
<input type="radio"/>	<input type="radio"/>	PROPOSED TEMPORARY SPEED LIMIT (KM/H):	
Details changed?		Period of Operation	
<input type="radio"/>	<input type="radio"/>	ERECTION DATE: (ie. Day, Month, Year)	
<input type="radio"/>	<input type="radio"/>	EXPIRY (REMOVAL) DATE:	

VERSION 1.0

Application details | Location & Impact #1 | Location & Impact #2

3. Complete the MoA change request form.

Acknowledge email or any other MoA specific emails

4. Find any email correspondence relating to the specific MoA application and reply back to that with the MoA change request form attached and any supporting documentation.

It is important that you do not change the subject line of that email.

TIP: The easiest way is replying to the Acknowledgement email that you would have received when you successfully submitted your original MoA application.

NOTE: Once the MoA application has expired, change requests will not be accepted. You will be required to submit a new MoA application.

