How to send an extension/change request for WWRR applications

WWRR extension or change requests

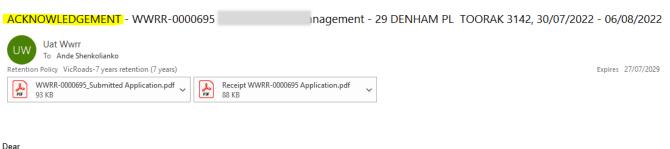
To request an extension (extending the completion date) for a WWRR application that you submitted, simply find any email correspondence relating to the specific WWRR application and reply to that.

To request a change (modifying the details of your submission), this can only happen before the application is authorised. Once authorised, any changes must be submitted through a new WWRR application.

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

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

NOTE: Once the WWRR application has expired, extension and change requests will not be accepted. You will need to submit a new WWRR application.



Jear

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



VicRoads is now part of the Department of Transport

How to request a refund for the WWRR application that was submitted.



Dashboard









NOTE: WWRR applications that have been approved will not be eligible for a refund. Refund requests are assessed on a case by case basis.

If an WWRR refund is required:

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

Dashboard







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.

Support Knowledge base Contact us



Support

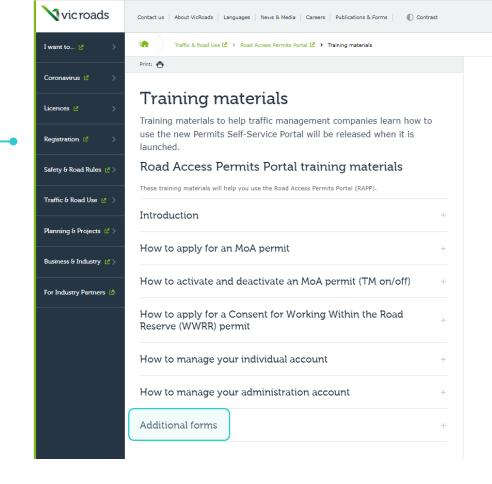
Knowledge base
Contact us

VicRoads – Knowledge Base webpage

2. Open the 'Knowledge base' page and download the WWRR refund form under 'Additional forms'.

			VICTORIA Stote	Department of Transport	
	WWRR REFUND R	EQUEST FORM	Government		
To request a refund, plea with this form attached.	ase complete all mandatory fields	below. Once completed,	send an email to DoT		
	d your email? Simply reply to the on. These may be any recent corre				
specific www.n.applicatio	on. These may be any recent corre	spondence of Acknowled	agment eman.		
Individual requesting refun					
Full Name	•				
Telephone	•				
Reason for refund	e.g. Works no longer required				
Business Detail	İs				
Trading Name	•				
Address					
Email					
ABN	ABN is preferred				
Account Bank Detail	le.				
Holder Name					
Holder Name					
Account	t*	BSB*			
Receipt Informatio	n				
Authorised reference numbe	e.g. WWRR-0012345	Date of receipt*			
	Tax Invoice Number (P			i .	
		ER Number)			
Refund being requeste	fee identified on Receipt				
Full Refund	WWRR-Minor works-Freeway-Not conducted on part of roadway, shoulder or pathway \$142.				
Partial Refund	Fee being requested (if applicable)				
	WWRR-Minor works-Arterial-Not o	onducted on part of roadway	shoulder or pathway \$142.8		
BUSINESS USE ONLY					
Account Fund Number* e.	g. 6020-15215-9999-9999-00000-	02000-000000000-0000			
Endorsed by A.	uthorising WWRR officer name	Client/Staff #*	Date*		
Authorised by*		Client/Staff #*	Date*		

WWRR Refund Form version 1.0



3. Complete the WWRR request form and follow the instructions of where to send it.