

Works Within Road Reserves (WWRR)



- This application form is to apply for consent from East Gippsland Shire Council to undertake works in, on or under the road reserve

Applicant details:

Name:				
Company name: (if relevant)				
Property:				
Postal address:				
			Postcode	
Phone number: Home:	Work:	Mobile:		
Email address:				

Preferred method of contact	☐ Mobile phone	☐ Work phone	☐ Home phone	☐ Email
Preferred method of permit delivery	☐ Post	☐ Email	☐ Collection from one of Council Service Centres	
Location	☐ Bairnsdale	☐ Lakes Entrance	☐ Omeo	☐ Orbost
				☐ Mallacoota

Important: Select the role that best describes you

☐ Utility (Agencies, Road Managers)	☐ Non-Utility (private/property owners/resident)
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Details of Works: See fees section below for work type definitions.

☐ Private/existing driveway crossing	☐ Water tapping	☐ Drainage connection
☐ Service connection	☐ Other minor works	☐ Major works

Privacy Statement

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Risk assessment: Please attach risk assessment and risk mitigation measures and/or checklist as per Road Management Act Code of Practice

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Work hours:	From:	(time)	AM/PM	To:	(time)	AM/PM
Start date:			End date:			

Location of Works:

Unit number:	Street number:	Street name:
Suburb:		Postcode:

If new or subdivided land that has not been named or provided with a street number, describe locality (could include GPS, Map Reference from Vic Roads Country Edition)

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Works Manager Details: (the person who will be responsible for supervising these works)

Name:			
Company name: (if relevant)			
Phone number:	Work:	Mobile:	
Email address:			
Preferred method of contact	☐ Mobile phone	☐ Work phone	☐ Email

Traffic Impact:

1. Will a Traffic Management Plan be in operation during the proposed works?	☐ Yes	☐ No
(Note: refer s99A of the Road Safety Act 1986 and Code of Practice for Worksite Safety – Traffic Management)		
2. Will major traffic control devices that require a “Memorandum of Consent” be used?	☐ Yes	☐ No
3. Will the works?		
Require deviation of vehicular traffic into an oncoming traffic lane	☐ Yes	☐ No
Be conducted in a clearway when in operation	☐ Yes	☐ No
Be conducted on, partly on or affect a bridge or other structure	☐ Yes	☐ No
4. Will closure of the road or part of the road to vehicular traffic be required for?		
A continuous period of more than 12 hours	☐ Yes	☐ No
More than 24 hours in a 7-day period	☐ Yes	☐ No
5. If “Yes” to either 4(a) or 4(b), then what is?		
(a) the number of traffic lanes to be closed?	☐ 1	☐ Both/More
(b) the length of traffic lane to be closed?	☐ Yes	☐ No
6. Please provide any other relevant traffic information, attach details if necessary This might include impact on pedestrians (including provisions for people with disabilities), cyclists or public Transport.		

Consultation:

Will access to adjoining properties be affected?	☐ Yes	☐ No
Have you consulted with adjoining property owners/occupiers and/or affected members of the community?	☐ Yes	☐ No
Date consulted	____/____/____	
Mitigation Plan (please describe your proposed plan to minimise any adverse effect on adjoining properties – if necessary, provide details as an attachment)		

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Affected assets belonging to other parties/authorities:			
Name of Organisation that owns other assets that may be affected by the works			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Have they been consulted?</td> <td style="width: 15%; text-align: center;">☐ Yes</td> <td style="width: 15%; text-align: center;">☐ No</td> </tr> </table>	Have they been consulted?	☐ Yes	☐ No
Have they been consulted?	☐ Yes	☐ No	
Asset/s (e.g. Utility infrastructure, street trees, remnant vegetation and landscaped areas)			
Effect on asset/s			

Mitigation

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Fees

- Payable when submitting application
- Fee structure is set by the Victorian Department of Treasury and Finance – Works and Infrastructure Regulation 2005

As of 1 July 2026, 1 Fee Unit = \$17.27 i.e. 6 fee units = \$103.62

Municipal Road Classification	MAJOR WORKS	MINOR WORKS	
		Conducted on any part of the roadway,	Not Conducted on any part of the roadway, shoulder
Municipal road or non-arterial state road	24 fee units	12 fee units	6 fee units
Notification of completed works	Nil Fee	Nil Fee	Nil Fee

Examples of fees for type of works	Fee
Installing a driveway crossover to a property	12 fee units
Water tapping – minor works	6 fee units
Barricading nature strip around building site (Occupation of road reserve)	6 fee units
Major Road works installing infrastructure under the roadway or works requiring major traffic management devices/ Road Closures or Opening	24 fee units

Insurance details:

Provide a current copy of Public Liability Insurance Policy to cover a minimum of \$20 million in place to cover the works to be provided by:

Policy provided by: ☐ The applicant ☐ The contractor

This application form is for consent to carry out Works Within the Road Reserve, the details I have provided in this application are correct.

I agree to reinstate all disturbed surfaces in a condition as near as practical to the existing condition prior to works.

Applicant signature:

Applicant name

Date ____/____/____

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Please note incomplete applications or missed attachments will delay the processing and the issue of a permit.

Applicant check list:

- ☐ Form is complete with all relevant detail and signed
- ☐ Fees paid/payment enclosed
- ☐ Site plan attached
- ☐ Traffic management plan prepared/attached please note a copy of the traffic management plan must be retained at the worksite at all times
- ☐ Public Liability insurance with minimum coverage of \$20 million in place to cover the works

If you would like to view **“A Guide to Working in the Road Reserve”**, please go to our website - Road Safety and Speed Zones or contact our Road Safety Officer.

Once the permit is issued it will be sent to you via your nominated contact details i.e. Post / Email, ***please ensure you have provided your preferred reply details.***

If you have any questions or require any further information, please contact the Road & Traffic Technical Officer at East Gippsland Shire Council.

Office Use Only:	
Receipt type code: 741	Amount paid:
Receipt number:	
CS Stamp:	IM Stamp:

Contact Council



Phone: 03 5153 9500



Email: feedback@egipps.vic.gov.au



Website: eastgippsland.vic.gov.au



Mail: PO Box 1618, Bairnsdale VIC 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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