Reviewed November 2026

Road Reserve Works Permit

(Any works within a Road Reserve or works impacting infrastructure Within the road reserve including Footpaths, Vehicle Crossings, Water Tapping, Sewer Extension, Other Works)

Office Use Only
*Permit Number **RRWP**.....*

Applicant Details:

Property Owner ☐ Occupier ☐ Builder ☐ Other ☐

Applicants Name: _____

Address of Applicant: _____

Town/Suburb: _____ Postcode: _____

Contact Details: Telephone: _____ Email: _____

Contractors Details:

Business Name: _____

Address: _____

Town/Suburb: _____ Postcode: _____

Contact Details: Telephone: _____ Name: _____

Email: _____

Property or Area for which Permit is sought:

Address: _____

Town: _____ Postcode: _____

Building Permit Number (if applicable): _____

Proposed Works:

Vehicle Crossing ☐ Water Tapping ☐ Sewer Extension ☐ Other ☐

Describe the scope of works:

Address:
PO Box 243
(34 Lyle Street)
Warracknabeal Vic 3393

Email:
info@yarriambiack.vic.gov.au

Phone
Yarriambiack Shire Office
phone: (03) 5398 0100

Proposed Date of Commencement:____/____/_____Proposed Date of Completion:____/____/_____

Work Hours: From: _____ To: _____

Applicants Signature:_____Date____/____/ _____

Important Documents:

- Have you checked Dial Before You Dig? ☐ Yes (if yes, please attach a copy) ☐ No

- Will a traffic management plan be in operation during the proposed works? ☐ Yes (if yes, please attach a copy) ☐ No

The following must be supplied with your application:

- Copy of public liability certificate of currency for the contractor carrying out works *(providing coverage for at least $10 million)* ☐
- Any photos of the work site ☐
- Sketch plan: A copy of a sketch plan showing the proposed work and all assets within the vicinity must be provided. Assets include all trees, road pavement, kerb and channel, footpaths, drains and service authority and private assets ☐

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Commencing Work – Work shall not commence until a permit is issued except in the event of an emergency. Your permit may take up to five working days to process and may include a pre-permit inspection by Council.

Dial before you Dig
Work should not commence until underground services have been verified via Dial Before You Dig.
Web address: 1100.com.au or telephone 1100.

Traffic Management
For works which take longer than one day and where works are on or within 1.2 metres of the road pavement, a traffic management plan must be drawn up by an accredited traffic controller. A copy of the traffic management plan must be submitted to Council prior to works commencing and kept on site at all times and produced upon request.

Significant Vegetation
There shall be no significant or native vegetation removed or damaged as part of the works without a relevant Planning Permit.

Asset Protection, Damage to Assets and Reinstatement Requirements
The applicant and contractor are responsible for protecting, repairing and reinstating all Council and/or other Authority assets affected by the works. Any damage to Council, public or authority infrastructure, or disturbance within the road reserve arising from the works, must be repaired and reinstated to the satisfaction of Council. Reinstatement must restore the affected asset or area to an equivalent or better standard of construction, quality, function, level, drainage, compaction and surface finish than existed immediately prior to the works. All reinstatement works must comply with Council-approved plans, relevant Infrastructure Design Manual requirements, standard drawings, and any site-specific directions issued by Council. Any unsatisfactory reinstatement, including subsequent settlement or failure attributable to the works, must be rectified by the responsible party at its own cost. Council reserves the right to undertake any necessary rectification works and recover all reasonable costs incurred from the responsible party.

Amount Payable - $120.20

If Lodging Application by mail, email or fax – please complete the payment section below:

Payment Details:

Cheque (attached) ☐

Credit Card ☐

Card Number: _____

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Expiry Date: [ ]

Cardholder's Name: _____

Cardholder's Signature: _____

Authorised Officer:
Name: _____

Signed: _____ Date ____ / _____ / _____

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