



**CORANGAMITE
SHIRE**

Works Within Road Reserves Permit Policy

Corangamite Shire
March 2023

Council Policy



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SHIRE

Works Within Road Reserves Permit

Purpose

The purpose of this policy is to set out the conditions relating to the issue of permits for any proposed works, within the road reserves for which Council is the responsible authority.

Scope

This policy applies only to notifications from individuals, developers and contractors. It does not apply to vehicle crossing works.

Service utilities' consent and notifications for works in the road reserves are covered under the *Road Management Act 2004* and its Codes of Practice.

References

General Local Law 2015 (Local Law No.1) – Clause 29 Occupation of the Road for Works and Clause 30 Reinstatement Works.

Road Management Act 2004 and Codes of Practice

Policy Detail

The Assets Planning Department of Council is responsible for:

- Managing the permit system for works performed by others within Corangamite Shire road reserves for which it is the responsible authority.
- Performing post-work inspections of the Council's assets and recording any damage not present in the pre-work inspection.
- Notifying the applicant in writing of rectification works that may be required, requesting that such rectification works be carried out within 30 days.
- Overseeing the rectification works to ensure that they comply with Council's standards
- Where rectification is not carried out as requested arrange for the works to be done and for the cost to be charged to the applicant.

The applicant is responsible for:

- Obtaining a permit from Council prior to the commencement of any works to be carried within the reserve of roads for which Council is the responsible authority.
- Arranging a joint site inspection prior to commencement of construction is to occur between the applicant and Council officers. The purpose of the pre inspection is to confirm the condition of existing Council assets eg road, footpath, kerb and channel etc prior to works commencing.
- Notifying the Council of any changes to the proposed works or design drawings prior to commencement.
- Undertaking the works in accordance with the permit and its accompanying conditions and relevant Council standards.
- Reinstating any part of the road damaged or affected by the works in accordance with the conditions accompanying the permit.

Adopted at Council on:

Responsibility: Manager Assets Planning
Document Number:

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- Notifying the Council when the work is completed for the purpose of conducting a joint final inspection.
- Undertaking any further rectification works required to the satisfaction of Council.

Applications for permits are required to be in writing on the prescribed form. A permit fee will apply.

Human Rights

It is considered that this policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act (2006)*.

Gender Impact Assessment

The *Gender Equality Act 2020* requires Council to undertake gender impact assessments when developing or reviewing any policy, program or service which has a direct and significant impact on the public. This policy will not have a direct and significant public impact and a Gender Impact Assessment has not been undertaken.

Review Date

March 2026