

Road Reserves Works Application

The Works must not begin until this Permit is reviewed and signed by Warrnambool City Council

This notification / application is provided in accordance with -

1. Road Management Act 2004, Schedule 7
2. Road Management (Works and Infrastructure) Regulations 2026

For additional information including frequently asked questions, process chart and examples, download the following documents:

- [Guide to working in the road reserve \(PDF\)](#)
- [Companion to a guide to working in the road reserve \(PDF\)](#)

Which can be found at: <https://transport.vic.gov.au/road-and-active-transport/business-management/road-permits-and-charges/working-within-the-road-reserve>



WARRNAMBOOL
CITY COUNCIL

GENERAL INFORMATION

Type: (tick box)	Major Works (on a road up to 50km/h speed zone)	
	1. For works on the roadway, shoulder or a pathway	☐
	2. In other locations	☐
	Major Works (on a road more than 50km/h speed zone)	
	1. For works on the roadway, shoulder or a pathway	☐
	2. In other locations	☐
	Minor Works (on a road up to 50km/h speed zone)	
	1. For works on the roadway, shoulder or a pathway	☐
	2. In other locations	☐
	Minor Works (on a road more than 50km/h speed zone)	
	1. For works on the roadway, shoulder or a pathway	☐
	2. In other locations	☐

APPLICANTS INFORMATION

Applicant's Name/Company	
ABN/ACN:	
Postal Address:	
City/Town/Postcode:	
Contact person:	
Email address:	
Mobile / Phone:	

DETAILS OF WORK

Work Hours / Road closure: From		To:	
Start Date:		End date:	
Worksite Name:			
Worksite Address:			

Description of Works/Event:	
Estimated Cost	
Parking Requirements:	Do you require parking bays? Yes ☐ No ☐ * If yes, please contact Local Laws on 5559 4800 for further details.

WORKS MANAGERS DETAILS (the person or body who was/will be responsible for conducting the works)	
☐ Tick if same as Applicant	
Contractors Name	
ABN:	
Contractors Address:	
City/Town/Postcode:	
Works Managers Name*:	
Email address:	
Mobile / Phone:	
Certificate of currency attached ☐ Yes ☐ No Contractor must have a current Public Liability Insurance policy to the value of \$20 million.	
Will any Council assets need to be reinstated because of these works? ☐ Yes ☐ No If yes, then any reinstatement must be to Council's satisfaction and as per the Infrastructure Design Manual. To download the IDM standard drawings please go to: https://www.designmanual.com.au/download-idm	
Do works require construction drawings prepared by an appropriately qualified person? ☐ Yes If yes please attach. ☐ No	

*Works Manager -	Any person or body that is responsible for the conducting of works in, on or under the road. (Road Management Act – Schedule 7, Clause 14)
Works Manager Responsibilities:	
Principles applying to infrastructure managers and works managers: (1) An infrastructure manager or a works manager must have regard to the principles specified in this clause in the provision of non-road infrastructure on roads. (2) The primary purpose of a road is use by members of the public and authorised users must be managed as far as is reasonably practicable in such a way as to minimise any adverse impacts on the primary purpose. (3) Without limiting the generality of sub-clause (2), authorised uses must be managed so as to – a. minimise any damage to roads and road infrastructure; b. ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable; c. minimise any disruption to road users; d. minimise any risk to the safety and property of road users and the public generally; e. facilitate the design and installation of infrastructure which minimises any risk to the safety of road users; f. ensure that the road and any other infrastructure is reinstated as nearly as practicable to the condition existing before the works necessary for the provision of the non-road infrastructure were conducted; g. protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve. (Road Management Act - Schedule 7, Sec 14)	

LODGEMENT AND PAYMENT	
Lodge the completed and signed form and all documents with:	
In Person:	Warrnambool City Council Civic Centre, 25 Liebig Street, Warrnambool 8.30am to 5.00pm
Mail:	PO Box 198, WARRNAMBOOL Victoria 3280
E-mail	deveng@warrnambool.vic.gov.au
Please note once your application is received, an invoice will be forwarded to you via email	