

# Vehicle Crossing Permit 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/road-and-traffic-management/road-permits-and-charges/working-within-the-road-reserve>

## APPLICANTS INFORMATION

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

## DETAILS OF WORK

|                                               |                                                                                                                                                                     |           |  |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--|
| Start Date:                                   |                                                                                                                                                                     | End date: |  |
| Worksite Name:                                |                                                                                                                                                                     |           |  |
| Worksite Address:                             |                                                                                                                                                                     |           |  |
| Description of Works:                         |                                                                                                                                                                     |           |  |
| Estimated Cost                                |                                                                                                                                                                     |           |  |
| Sketch Plan Attached <input type="checkbox"/> | A copy of a sketch plan showing the proposed location of the vehicle crossing is required. The plan also needs to show all assets within the vicinity of the works. |           |  |

## 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:        |  |

|                                                                                                                                                                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Mobile / Phone:</b>                                                                                                                                                                                                                                 |  |
| <b>Certificate of currency attached</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Contractor must have a current Public Liability Insurance policy to the value of \$20 million.                                                     |  |
| <b>Will any Council assets need to be reinstated because of these works?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, then any reinstatement must be to Council's satisfaction and as per the Infrastructure Design Manual. |  |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>*Works Manager -</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <i>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)</i> |
| <b>Works Manager Responsibilities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                   |
| <p><i>Principles applying to infrastructure managers and works managers:</i></p> <ol style="list-style-type: none"> <li><i>(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.</i></li> <li><i>(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.</i></li> <li><i>(3) Without limiting the generality of sub-clause (2), authorised uses must be managed so as to –</i> <ol style="list-style-type: none"> <li><i>a. minimise any damage to roads and road infrastructure;</i></li> <li><i>b. ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable;</i></li> <li><i>c. minimise any disruption to road users;</i></li> <li><i>d. minimise any risk to the safety and property of road users and the public generally;</i></li> <li><i>e. facilitate the design and installation of infrastructure which minimises any risk to the safety of road users;</i></li> <li><i>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;</i></li> <li><i>g. protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve.</i></li> </ol> </li> </ol> <p><i>(Road Management Act - Schedule 7, Sec 14)</i></p> |                                                                                                                                                   |

|                                                                                                                                                                                                                |                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>LODGEMENT AND PAYMENT</b>                                                                                                                                                                                   |                                                                                       |
| Lodge the completed and signed form and all documents with:                                                                                                                                                    |                                                                                       |
| <b>In Person:</b>                                                                                                                                                                                              | Warrnambool City Council Civic Centre, 25 Liebig Street, Warrnambool 8.30am to 5.00pm |
| <b>Mail:</b>                                                                                                                                                                                                   | PO Box 198, WARRNAMBOOL Victoria 3280                                                 |
| <b>E-mail</b>                                                                                                                                                                                                  | <a href="mailto:deveng@warrnambool.vic.gov.au">deveng@warrnambool.vic.gov.au</a>      |
| <p><b>Please note once your application is received, an invoice will be forwarded to you via email.</b></p> <p><b>No works can start until the invoice has been paid and the permit has been approved.</b></p> |                                                                                       |