

Works Within A Road Reserve Handbook



GANNAWARRA
SHIRE COUNCIL

1. Important Notes

- 1.1. Unless exempt, a Road Opening Permit **must be obtained before any works commence** in a road reserve managed by Gannawarra Shire Council (Council). This includes the construction of a driveway.
- 1.2. Except in emergency situations, permits must be obtained at least **10 days in advance**.
- 1.3. Penalties exist under the **Road Management Act** (2004) for making or reinstating an opening **without** a permit.
- 1.4. All openings, including those in verges and roadsides, must be satisfactorily re-instated.
- 1.5. Council must be notified within **7 days of completion** of works
- 1.6. Building permits **do not** allow work in the road reserve.
- 1.7. Other permits and clearances may be needed prior to commencing work.
- 1.8. Private assets in the road reserve, such as pipes greater than 150mm in diameter and cattle underpasses, require a **Section 173** agreement.
- 1.9. Permits must be available for inspection at the worksite.
- 1.10. Worksite signage and barriers must be in accordance with AS 1742.3.
- 1.11. Permits are valid for a period of 3 months from the date of consent.
- 1.12. A **Memorandum of Authorisation** is required for full or partial road closures or the use of speed limit signs.

2. Definition of a Road Reserve for Road Opening Permits

A "Road Reserve" means the full width of any road and accompanying nature strip, from property line to property line. This includes any pavement, footpath, kerb, swale, shoulder, verge, etc.

3. Roads Controlled by Council

Council controls all roads in municipality except;

- For the full width of highways in rural areas; and
- The traffic lanes of highways where they pass through urban areas (townships).

These are controlled by VicRoads and Council can not issue permits for these roads.

4. When a Road Opening Permit is not required

The following activities do not require a Road Opening Permit:

- Shallow work in nature strips, such as levelling, top dressing and installing irrigation systems, where any cut, fill or trenching does not exceed 100mm in height or depth;
- Constructing or repairing fences on the edge of the road reserve.

5. Road Opening Permit General Information

A Road Opening Permit allows you (or a tradesperson working on your behalf) to make an opening in the road pavement, footpath, kerbing, nature strip, and so on, as stated on the permit, for the purpose stated on the permit. All work is to be carried out by or under the direct supervision of a skilled tradesperson.

Where a Contractor is engaged to carry out the work on a road reserve, either the Contractor or the person for whom the work is contracted to can apply for the permit. Contractors must make sure that a permit has been granted before starting work and must have the permit on site whilst work is in progress.

The opening must be re-instated to the satisfaction of Council. This usually means to the same condition that existed before the opening was made or to a professional-like finish in the case of new work. The site must be left in a clean, tidy and safe condition on completion of any work.

6. Dial Before You Dig

As service providers, such as Telstra, Powercor and Water authorities may have assets located in or near road reserves; all applicants for a Road Opening Permit must contact Dial Before You Dig at www.dialbeforeyoudig.com.au or phone 1100. A sequence number provided by Dial Before You Dig is required for all Road Opening Permits.

7. Permit Fees and Security Deposits

A non-refundable permit fee is payable on application for a Road Opening Permit.

A security deposit is required to be lodged with Council for all Road Opening Permits prior to a permit being issued. The amount required for the security deposit is specified on the application form for standard works, security for works classified as 'other' will be calculated in accordance with the schedule.

The form of a security deposit may be cash, EFT, or cheque. An application may be made to Council upon satisfactory completion of the works for the return of the security deposit.

For all works other than trenching and providing that all works have been completed to Council's satisfaction, the security deposit will be returned upon receiving notification that the works have been completed.

For trenching works a defects liability period will apply for a period of three months from the date of completion of works. The security deposit may only be returned on completion of the defects liability period and all directions for works and/or damage and/or subsidence has been repaired to the satisfaction of Council following a final inspection.

In the event that the works are not completed to Council's satisfaction, a request may be made to the permit holder to perform rectification works within a reasonable period. Council reserves the right to utilise the security deposit to repair damage caused by the applicant or conduct further works as directed by Council that is not completed in the specified timeframe.

8. Permit Conditions

All of the conditions listed in this document, as far as they apply to specific types of work, must be adhered to while carrying out any work within a road reserve.

The person actually carrying out the work shall produce the permit on demand for inspection by an officer, agent or employee of Council, or by any member of the Victorian Police Force who may wish to examine it.

Where there is a reference to an Australian, VicRoads or other standard, it is the responsibility of the person carrying out the work to familiarise themselves with the requirements of that standard and ensure that the relevant conditions are observed.

9. Safety

Unless otherwise specified in the permit, or in the case of an emergency, no work shall be carried out on a road or roadside outside daylight hours.

All works within a road reserve are to be adequately protected by road works warning signs and barriers, installed and located in accordance with **AS1742.3 "Traffic Control Devices for Works on Roads"**. All signs and barriers are to be supplied by the applicant.

10. Inspections

Inspections of the work may be conducted by Council at any stage throughout the works. It is the applicant's responsibility to ensure a minimum of 1 working days notice is provided to Council for a scheduled inspection.

11. Nature Strip Works

In unmaintained nature strips, excavations may be backfilled to the natural surface level with selected fill, provided that no rocks larger than 25mm are left within 100mm of the surface.

Grassed nature strips should have the turf removed prior to excavation and re-instated on completion of backfilling. If this is not possible, a minimum of 50mm topsoil is to be applied and sown to grass.

Where native vegetation exists on nature strips or road verges, the provisions of the Council's publication "*Roadside Vegetation Management Plan*" are to be observed.

12. Footpath Works

Construction, with a broomed surface finish, must be in accordance with the Infrastructure Design Manual (IDM) drawings **SD205** and **SD210** – <http://www.designmanual.com.au/download-idm>

The opening is to be saw cut so that re-instated, neither the re-instated section nor the adjacent sections of concrete are less than 600mm long. Cuts should preferably be along the nearest existing joint.

13. Driveway Construction

Driveways must conform to the relevant Infrastructure Design Manual drawings:

<http://www.designmanual.com.au/download-idm>

14. Classification of Other Works

The classification of “Other Works” for the Road Opening Application Process allows a combination of multiple types of works to be carried out by contractors. Works are classified as “Other Works” when they include multiple components as specified below or larger non-domestic style works including:

- Cut Kerbing (removal of kerbing);
- Trenches to be dug on both sealed and unsealed carriageway;
- Trenches to be dug on a nature strip, concrete paving and brick paving;
- Boring, in both nature strips and under roads (sealed and unsealed).

15. Under Road Bore (Sealed Road and Unsealed Road) Requirements

For pipes, cables or conduits less than 300mm outside diameter, boring shall be used under road pavements, driveways, footpaths, etc. If pipes or conduits are over 300mm outside diameter, then trenching may be used. Trenching for pipes and conduits less than 300mm in diameter will only be approved in exceptional circumstances and when there are sound reasons for doing so.

Underground services outside carriageways shall be parallel or at right angles to the carriageway and shall have a minimum cover of 600mm. The crossings of carriageways shall be made square or near square to the road centreline and shall be made by boring from openings made outside the carriageway. Boring by water jetting is not permitted.

Where pipelines or carrier-conduits are placed under carriageways, the cover from the top of the pipe or carrier-conduit to the pavement surface shall not be less than 800mm and to invert level of open drains shall be not less than 750mm.

Contractors may carry out their own surface re-instatement in accordance with the standards that follow. Alternatively, Contractors may request that Council use its Maintenance Contractor to carry out the work. In such cases, Council will issue an invoice for the cost of the re-instatement.

Surfaces of disturbed areas are to be re-instated as closely as possible to their original condition. The following additional requirements apply to the types of surfacing listed:

- Concrete Paving (Footpath)

As specified in item **12. Footpath Works**.

- Concrete Paving (Roadway or Driveway)

The opening is to be saw cut so that when re-instated, neither the re-instated section nor the adjacent sections of concrete are less than 600mm wide. Cuts should be preferably be along the nearest existing joint.

Re-instatement is to be carried according to the relevant IDM drawing

<http://www.designmanual.com.au/download-idm>.

- Brick Paving

Bricks or pavers are to be removed prior to excavation and are to be re-instated to the existing level and pattern.

- Nature Strips and Roadsides

As specified in item **11. Nature Strip Works**.

16. Trenching

The trench must not be left open after sunset. It is preferable that the works be done in sections if the works undertaken are more than one day in duration. If the site of the works is to be left after sunset, the opening must be covered and the site of works must be appropriately signed to warn the public of the hazard.

The line of the trench shall be straight and form the shortest link between terminals. The width of the trench shall not be greater than that necessary to work.

Where bedding is required, it is to be placed below, around and above the pipe or carrier-conduit for the full width of the trench. No less than 75mm of compacted bedding shall be placed below, and no less than 100mm of compacted bedding shall be placed above the pipe or carrier-conduit. Bedding shall be placed in layers not exceeding 150mm loose thickness and shall be compacted as specified in Infrastructure Design Manual drawing **SD 310** - <http://www.designmanual.com.au/download-idm>.

Where pipelines or carrier-conduits are placed under carriageways, the cover from the top of the pipe or carrier-conduit to the pavement surface shall not be less than 800mm and to invert level of open drains shall be not less than 750mm.

Where a structure has been removed from a **sealed road**, the carriageway and shoulders shall be backfilled with 5% cement stabilised 20mm Class 2 crushed rock, compacted to 98% density and the carriage way sealed to match existing adjacent surfaces.

Where a trench has been created through a **gravel road**, the carriageway shall be backfilled with 20mm Class 2 crushed rock, compacted to 98% density to match existing surface.

If the trenching has occurred in an unmaintained **nature strip**, no rocks larger than 25mm are to be left within 100mm of the surface. If works have occurred in a maintained nature strip, the turf that was originally removed must be re-instated on completion of backfilling. If this is not possible, then 50mm of topsoil is to be applied and sown to grass.

17. Decommissioning of structures

Structures that are no longer required for their intended purpose **must be removed** completely from the road reserve, blocking off or filling the structure is not acceptable. An exemption may be granted for pipes or culverts less than 150mm diameter if they have a minimum of 800mm cover.