**PERMIT TO DO WORKS IN A ROAD RESERVE OR CROWN LAND**   
**APPLICATION FORM**

If you want to carry out works on a public road or Crown land, such as installing/maintaining a driveway or underground services, you must apply for this Permit. The Permit is a requirement of the *Road Management Act* 2004, Road Management (Works and Infrastructure) Regulations 2015 and the RMB Road Management Plan 2020.

**Important, please read:**

* Your Application Form must be submitted to [property@mtbuller.com.au](mailto:property@mtbuller.com.au) at least 5 days before the proposed works are due to start. Works must not commence until a permit is issued.
* The application fees set by the Road Management (Works and Infrastructure) Regulations 2015 apply, as set out at the bottom of this form.
* The Resort Management Board (RMB) may require a site inspection before issuing a permit.
* This permit **does not** provide approval to remove vegetation or trim/prune trees, as these activities normally require a Planning Permit. Penalties apply to the illegal removal of vegetation. To check whether you need a Planning Permit, please contact DELWP Planning on 1800 789 386 or by email at:

[development.approvals@delwp.vic.gov.au](mailto:development.approvals@delwp.vic.gov.au).

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| **Applicant Details** | | | | | | | | | | |
| Resort street address or Site Number |  | | | | | | | | | |
| Applicant Name: |  | | | | | | | | | |
| Phone: |  | | | | | | | | | |
| Email: |  | | | | | | | | | |
| **Contractor Details** | | | | | | | | | | |
| Business Name: |  | | | | | | | | | |
| ABN: |  | | | | | | | | | |
| Contact Name: |  | | | | | | | | | |
| Phone: |  | | | | | | | | | |
| Email: |  | | | | | | | | | |
| **Details of Works** | | | | | | | | | | |
| Type of Works: *(please add “Yes” as appropriate)* |  | Service Connection | | |  | Drainage Connection | | |  | Vehicle Crossing |
| Other (please specify): | | | | | | | | | |
| **Project description:** *Brief description of the proposed works* |  | | | | | | | | | |
| Proposed start date: |  | | | | | | | | | |
| Proposed end date: |  | | | | | | | | | |
| Estimated cost of works: |  | | | | | | | | | |
| Planning Permit No. (if applicable): |  | | | | | | | | | |
| Building Permit No. (if applicable): |  | | | | | | | | | |
| Will a road closure be required | Yes/No | | | If yes, describe impact. | |  | | | | |
| Will access to a neighbouring site be affected? | Yes/No | | | If yes, describe impact. | |  | | | | |
| **Required Documentation** | | | | | | | | | | |
| **Required Documentation** | | | | **Details** | | | ***Office Use Only: Accepted/Not Accepted*** | | | |
| Site Plan showing the location of the works with measurements and all assets (eg kerb, drains, trees) | | | | To be attached to application | | |  | | | |
| Risk Assessment | | | | To be attached to application | | |  | | | |
| Public Liability Insurance Certificate of Currency for at least $10 million | | | | To be attached to application | | |  | | | |
| **Declaration** | | | | | | | | | | |
| In emailing this completed form in electronic format to [property@mtbuller.com.au](mailto:property@mtbuller.com.au) I declare that:   * The information provided is to the best of my knowledge true and accurate. * I have read and agree to comply with the Mt Buller and Mt Stirling RMB Road Management Policy * I will comply with all relevant *Road Management Act* 2004 and *Road Safety Act* 1986 requirements. * I will comply with any permit conditions set by the RMB as part of this application process. | | | | | | | | | | |
| **Name:** | | | **Electronic signature:** | | | | | **Date:** | | |
|  | | |  | | | | |  | | |
| **Authorisation** | | | | | | | | | | |
| The Mt Buller and Mt Stirling Resort Management Board hereby issues a permit to undertake the Works within a Road Reserve or Crown Land described in this Application subject to compliance with the *Road Management Act* 2004, Road Management (Works and Infrastructure) Regulations 2015, the RMB Road Management Plan 2020 and any permit conditions listed below: | | | | | | | | | | |
| **Permit conditions** | | | | | | | | | | |
| *[Delete conditions that do not apply for each consent]*   1. In undertaking these works you are acting as an Infrastructure Manager and/or Engineering and Works Manager as defined under the *Road Management Act* and must comply with your legislative responsibilities under Schedule 7, Section 14. These responsibilities include, for example, minimising damage to roads and road infrastructure, minimising disruption and risks to people and property and reinstating infrastructure as nearly as practicable to the condition existing before the works. 2. You must inform neighbouring sites affected by the proposed works via email two weeks before starting works. 3. You must comply with the RMB Construction Guide to Best Practice at all times. 4. You are required to arrange an on-site meeting with the RMB before starting works. 5. One week prior to starting works you must provide a Construction Management Plan and confirm the works timeframe. 6. You must arrange a final inspection with the RMB when the works are complete by contacting [property@mtbuller.com.au](mailto:property@mtbuller.com.au) or calling 5777 6077. 7. All external activity must cease, unless the RMB consents in writing to another date, during:   a. The period between Christmas Day and New Year’s Day inclusive;  b. The Easter holiday period;  c. Any major event in the resort as may be notified by the RMB; and  d. The period between 15 May and the end of the Declared Snow Season.   1. The site shall be left in a clean and tidy condition at all times | | | | | | | | | | |
| **Name:** | | **Electronic signature:** | | | | | | **Date:** | | |
|  | |  | | | | | |  | | |

**Application fee:**

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| Road classification | Works other than minor works | | Minor works | |
| Conducted on any part of the roadway, shoulder or pathway | Not conducted on any part of the roadway, shoulder or pathway | Conducted on any part of the roadway, shoulder or pathway | Not conducted on any part of the roadway, shoulder or pathway |
| Municipal road where the maximum speed is not more than 50k/ph | 23.5 units  $348.00 | 6 units  $88.90 | 9.3 units  $137.70 | 6 units  $88.90 |