

Application for Road Opening Permit (Works within a Road Reserve)

Amenity Local Law 2012. Clause 33

Allow at least 10 business days for the assessment of your application.



Details of works			
Site Address			
Type of Works			
Expected Start date		Expected End Date	
Who is applying for the permit? Please tick	Owner		Contractor*
*Contractor means the person authorised by an owner of a building or land, to make an application, appeal or representation on the owner's behalf. By signing this form the agent is agreeing to be the appointed agent, and accept all conditions of the Road Opening Permit			

Owner's Details	Mandatory: Property Owner details are mandatory		
Name			
Postal Address			
Suburb		Postcode	
Phone		Mobile	
Email			

Contractors Details	Mandatory: Name of person/contractor completing the works		
Name			
Postal Address			
Suburb		Postcode	
Phone		Mobile	
Email			

Privacy Statement
<p>Council is collecting the information on this form for the purpose of administering the Amenity Local Law 2012 and the Road Management Act 2004. The information may also be used to contact you via phone, SMS, email or letter to finalise the Road Opening Permit. The personal information will be used by Council for that primary purpose or directly related purposes. The personal information collected will not be disclosed unless required by law. If the information is not collected, Council will not be able to process or finalise your application. Requests for access to and/or correction of personal information should be made to Council's Privacy Officer.</p>

Road Opening Permit (Works within a Road Reserve) Information

When is a Road Opening Permit Required?

A permit is required for any works that involve:

- Making a hole or excavation on Council land
- Reinstating a hole or excavation on Council land

Permit Conditions

1. Any costs incurred by Council due to worksite safety and/or traffic management issues may be invoiced to the permit holder.
2. Council reserves the right to undertake rectification works for damage to Council assets and may deduct these costs from any security bond. This includes rectification works for damage to Council assets by service authorities connected with the building work (e.g. gas, water, electricity providers). Council may seek to recover any further costs from the permit holder, if the bond does not cover all of the rectification costs.
3. In addition to the requirement to obtain a Road Opening Permit, further permits may be required for activities on Council land such as Footpath Occupancy permits, Asset Protection permits and Vehicular Crossing permits.

Security Bond

In addition to the permit fee, a security bond may be required by Council. The security bond is determined in proportion to the costs of repairing any damage to public infrastructure assets caused as a result of the proposed works. The security bond will be refunded at the end of the building works, to the person that lodged it, upon Council being satisfied that there has been no damage to Council assets as a result of the works.

Applicants may attach supporting documentation of existing damage to Council assets if they so desire.

Should you wish to discuss the nature of the building works and permit requirements with Council, please contact Council's Asset Protection and Permits Team on 9278 4505.

Applying for a Road Opening (Works within a road reserve) Permit

Council will process your application within a minimum of 10 working days upon receiving your completed application, including required checklist documents. The application will then be processed and the permit will be issued upon payment of the application fee and security bond.



Return completed application and mail with your cheque, credit card details or money order made payable to City of Boroondara and crossed Not Negotiable to:

City of Boroondara
Private Bag 1
Camberwell VIC 3124

In Person



Present your application at any Council office between 8.45am and 5pm Monday Friday.

Payments can be made by EFTPOS, Credit Card, Cash or Cheque.
Credit Card Surcharge Applies

Enquiries can be directed to works.permits@boroondara.vic.gov.au or phone 03 9278 4505

