



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

This form is required if you are planning on any works that impact Alpine Resorts Victoria managed land. This includes roads, road reserves, footpaths and open spaces. Examples of activities that would require a permit include carry out works or erect/construct any temporary structure on a public road or Crown land, driveway construction, stormwater connection, vehicle crossings, drainage works, installing/maintaining a driveway, fencing, scaffolding, hoarding or underground services and any other works that temporarily or permanently affect Alpine Resort land. You must apply for this Permit and is a requirement of the Road Management Act 2004, Road Management (Works and Infrastructure) Regulations 2015, the Resorts Road Management Plan and Building Regulations 2018, Reg 116.

The property owner is responsible for the construction and maintenance of any of the above works in accordance with Alpine Resort design requirements and standard drawings.

**Before You Dig** Property owners and their contractors are responsible for ensuring work doesn't disturb existing utility services. Before You Dig provides free information on the location of in-ground services, such as telecommunications, power, water and gas. Call 1100 or visit [their website](#).

| Permit Process  |  |
|---|--|
| 1. Obtain and fill out this <b>Works Within Road Reserve or Crown Land Permit</b> application form.   |  |
| 2. Complete the application form and include any other supplementary information as required to support the permit. Please ensure you read the Notes and understand the Standard Conditions of Consent.   |  |
| 3. Forward a copy of the completed and signed application form to <a href="mailto:property.mtbuller@alpineresorts.vic.gov.au">property.mtbuller@alpineresorts.vic.gov.au</a> at least business days before the proposed works are due to start. |  |
| 6. Once the application has been received, Alpine Resort Management will then review the application within three business days.  |  |
| 7. Alpine Resort Management may require a site inspection before issuing a permit.  |  |
| 8. Notification of Successful Application, including a permit number will be made to the applicant following a review of the application.   |  |
| 8. Works can commence once the applicant has received an approved permit.   |  |
| 9. Upon completion of the works, the applicant must notify Alpine Resort Property to arrange a post-completion inspection.  |  |
| Applicant Details   |  |
| Site Number & Resort<br>Street Address,   |  |
| Applicant Name:   |  |
| Phone:  |  |



Alpine Resorts  
Victoria



MtBuller

|   |                               |  |   |                     |                          |                  |
|---|-------------------------------|--|---|---------------------|--------------------------|------------------|
| Email:  |                               |  |   |                     |                          |                  |
| <b>Contractor Details</b>   |                               |  |   |                     |                          |                  |
| Business Name:  |                               |  |   |                     |                          |                  |
| Contact Name:   |                               |  |   |                     |                          |                  |
| Phone:  |                               |  |   |                     |                          |                  |
| Email:  |                               |  |   |                     |                          |                  |
| <b>Details of Works</b>   |                               |  |   |                     |                          |                  |
| Type of Works:<br><i>(please add "Yes" as appropriate)</i>  | <input type="checkbox"/>      | Service Connection   | <input type="checkbox"/>                      | Drainage Connection | <input type="checkbox"/> | Vehicle Crossing |
|   | Other (please specify):       |  |   |                     |                          |                  |
| <b>Project description:</b><br><i>Brief description of the proposed works</i>   |                               |  |   |                     |                          |                  |
| Proposed start date:  |                               |  |   |                     |                          |                  |
| Proposed end date:  |                               |  |   |                     |                          |                  |
| Estimated cost of works:  |                               |  |   |                     |                          |                  |
| Planning Permit No.<br>(if applicable):   |                               |  |   |                     |                          |                  |
| Building Permit No.<br>(if applicable):   |                               |  |   |                     |                          |                  |
| Will a road closure be required?  | Yes/No                        | If yes, describe details inc dates and times                   |   |                     |                          |                  |
| Will access to a neighbouring site be required/impacted?  | Yes/No                        | If yes, describe details                                       |   |                     |                          |                  |
| Are precautions required to protect public safety   | Yes/No                        | If yes, describe (including duration precautions are required) |   |                     |                          |                  |
| <b>Required Documentation</b>   |                               |  |   |                     |                          |                  |
| <b>Required Documentation</b>   | <b>Details</b>                |  | <b>Office Use Only: Accepted/Not Accepted</b> |                     |                          |                  |
| Site Plan showing the location of the works / precautions with measurements and all assets (e.g. 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 |              |
| <b>Declaration</b>   |                               |              |
| <p>In emailing this completed form in electronic format to <a href="mailto:property.mtbuller@alpineresorts.vic.gov.au">property.mtbuller@alpineresorts.vic.gov.au</a> I declare that:</p> <ul style="list-style-type: none"> <li>• The information provided is to the best of my knowledge true and accurate.</li> <li>• I have read and agree to comply with the Mt Buller and Mt Stirling Road Management Plan</li> <li>• I will comply with all relevant <i>Road Management Act 2004</i> and <i>Road Safety Act 1986</i> requirements refer <a href="#">Working within the road reserve : VicRoads</a>.</li> <li>• I will comply with any permit conditions set by the Resort as part of this application process.</li> </ul>   |                               |              |
| <b>Name:</b>   | <b>Electronic signature:</b>  | <b>Date:</b> |
|  |                               |              |
| <b>Authorisation</b>   |                               |              |
| <p>The Alpine Resorts Victoria (T/A Mt Buller and Mt Stirling Alpine Resort) hereby issues a permit to undertake the Works within a Road Reserve or Crown Land described in this Application subject to compliance with the <i>Road Management Act 2004</i>, Road Management (Works and Infrastructure) Regulations 2015, the Resort Road Management Plan 2020 and any permit conditions listed below:</p>   |                               |              |
| <b>Standard Conditions of Consent</b>  |                               |              |
| <p><i>[Delete conditions that do not apply for each consent]</i></p> <ol style="list-style-type: none"> <li>1. Work shall not be commenced until a written permit is issued and shall be carried out in compliance with all Acts, Local Laws and Regulations and these conditions.</li> <li>2. Notwithstanding any condition contained herein, the holder of this permit shall indemnify Alpine Resorts Victoria and keep it indemnified against all claims for costs, damages or expenses made against it by any party in connection with any matter arising directly or indirectly from any act or emission of the applicant or any of its agents, contractors or employees. The minimum amount of public liability insurance in respect to this condition shall be not less than \$10 million.</li> <li>3. The holder of this permit shall notify and ascertain from all relevant services authorities the location of any services which may be affected by the proposed works which are the subject of this permit.</li> <li>4. The holder of the permit, agent, contractor or employee is responsible for the site until the reinstatement works have been satisfactorily completed in accordance with the permit conditions.</li> <li>5. Before and during the carrying out of building work all excavations must be fenced or otherwise guarded against being a danger to life or property pursuant to Building Regulation 116. If precautions are required to protect public safety, the Relevant Building Surveyor is responsible for determining and approving the precautions before building works commence.</li> <li>6. The permit holder shall be solely responsible for the safety of traffic, pedestrians and other road users and shall provide and erect barriers as necessary to ensure safety in accordance with the Road Management Act and must comply with your legislative responsibilities under Schedule 7, Section 14. These responsibilities</li> </ol> |                               |              |



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.

7. Where emergency works are required to be attended to after hours, which would otherwise require the issuing of a Works Within a Road Reserve Permit, the contractor responsible shall make application for such permit and pay the required fees on the next day on which the municipal offices are open.
8. Alpine Resorts Victoria may undertake rectification works should the conditions on this permit not be complied with, and that the applicant agrees to pay any charges which may arise from this work
9. 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 DEECA Planning on 1800 789 386 or by email at: [development.approvals@delwp.vic.gov.au](mailto:development.approvals@delwp.vic.gov.au).
10. You must inform neighbouring sites affected by the proposed works via email two weeks before starting works.
11. You must comply with the Alpine Resort Construction Guide to Best Practice at all times.
12. All external activity must cease, unless Alpine Resorts 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 Alpine Resorts; and
  - d. The period between 15 May and the end of the Declared Snow Season.
13. The area for which the permit relates to shall be cleared of all surplus material and left in a neat and tidy condition at all times.
14. Work shall be completed within 14 days from the date of commencement unless the permit states otherwise or is extended by Alpine Resorts or its proper officer.
15. The applicant is to advise Alpine Resorts immediately upon completion of the works so that final inspection or reinstatement works may proceed.
16. You must arrange a final inspection with the Resort when the works are complete by contacting [property.mtbuller@alpineresorts.vic.gov.au](mailto:property.mtbuller@alpineresorts.vic.gov.au) or calling 5777 6077.

| Name: | Electronic signature: | Date: |
|-------|-----------------------|-------|
|       |                       |       |