

# Standard conditions



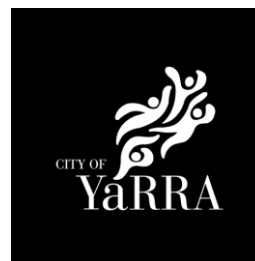
**City of Yarra**

**‘Consent for Works’ standard conditions**

**Road Management Act 2004**

# Consent for Works

## ROAD MANAGEMENT ACT 2004



### Standard conditions for works on roads

Any 'Consent for Works' (Consent) issued by the City of Yarra is always subject to the following standard conditions. We may also specify additional conditions depending on the type of works, location and/or site conditions. The Works Manager (You) and their employees, agents, contractors and volunteers are also required to comply with all relevant legislation and conditions that form part of this and any associated permits or approval.

### Activity

The whole works operation must be carried out on the road reserve in accordance with the Road Management Act 2004 and all conditions set out in the Consent ensure maximum safety of road users at all times and the protection of our assets.

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#### NOTIFICATION TO COUNCIL

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1. **Pre works Inspection** - You must book an inspection using the [notification of commencement online form](#) 10 days prior to works are starting to submit a Traffic Guidance Scheme (TGS) and to organise a pre commencement meeting to discuss scope of works, construction methodology and Council's further requirements.
2. **Progressive Inspection** - You must book an inspection using the [inspection booking online form](#) within 2 business days from the mandatory hold point inspections. Inspection hold points will be provided to the contractor during pre-commencement meeting by Council officer.
3. **Final Inspection** - You must book an inspection using the [inspection booking online form](#) within 7 days from the final inspection.
4. **Notice of Completion** - You must book an inspection using the [notification of completion online form](#) within 7 business days of completing the works, including permanent reinstatement. This period is extended to the 14th day of the following month for a utility, provider of public transport or their agent where the works involve excavation of any part of the roadway, pathway or shoulder and the works were exempt from consent.
5. **Regular project updates** - You must send a weekly forecast report/look ahead by every Friday, outlining a forecast of planned works for the following week to [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) attention: Permits and Consents team.
6. You must send CCTV inspection reports and as-built drawings to council for approval prior to practical completion to [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) attention: Development & Civil Engineering team.
7. You must book an inspection using the [inspection booking online form](#) prior to altering any Council assets.

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#### PRIOR TO COMMENCING WORKS

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##### Permitted working hours / Out of hours works

8. All works within the road reserve must comply with [EPA Noise Control Guidelines](#).
9. The permitted working hours is between 7am to 6pm Monday to Friday, 9am to 3pm Saturday and public holidays and no work on Sunday.
10. An [out of hours permit](#) must be issued before any works are conducted outside the permitted working hours.

##### Traffic Management

11. A [Traffic Management Plan](#) (TMP) must be prepared for all works on roads in accordance with the [Code of](#)

[Practice for Worksite Safety – Traffic Management](#). The TMP is submitted as part of the Consent application and must be available onsite for inspection at all times when workers are present. All control devices to be used must be included on the TMP.

12. After a Traffic Management Plan has been submitted to council for review, further conditions may apply.

### Parking Sensors & Parking

13. Prior to commencing works, consult with [Dial Before You Dig](#) (DBYD) to ascertain if the area contains parking sensors. If yes, contact Council's Parking Management department on 9205 5555 or [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) to confirm that the proposed works will not affect parking sensors. For more information relating to the sensors, please refer to website [Parking sensors in Yarra](#).
14. Parking sensors are only to be removed or reinstated by Council. Any unauthorised attempts for sensors' removal will require the replacement of the affected sensors. All costs associated with the removal and reinstatement of Council's parking sensors is to be borne by You.
15. [Road Safety Road Rule](#) 310(1)(a) provides exemption from parking conditions only where it's impracticable to park the vehicle legally (for example, where the vehicle is actively engaged in the works in progress). The exemption doesn't apply where vehicles are used to transport workers or equipment to and from a site.
16. You must not leave any materials, plant or machinery in no stopping, clearways and loading zone signed areas, particularly outside any permitted road closure times.

### Permits & Other approvals

17. A [road/footpath occupation permit](#) must be issued before the storage of materials on council land outside of the work area or if stored overnight. A location and aftercare plan including measures to control the dust, noise, public safety and damage to council's asset is required.
18. A [skip bin permit](#) required for any skip, bin or container placed on the road.
19. A [temporary vehicle crossing permit](#) must be issued before any vehicle load travels over a kerb, a temporary vehicle crossing must be placed to protect the kerb and channel, allow free stormwater flow and provide safe environment for road users.
20. Department of Transport (DOT) set the working hours and installation conditions for works on freeways and arterial roads. All works on arterial roads shall have a traffic management plan approved by [DOT](#).
21. You must consult with any affected infrastructure managers on the location of existing underground infrastructure that maybe affected by the proposed works to minimise the impact on that infrastructure.

### Road closures

22. Written notification must be sent to council and all individual property occupiers affected by the works. For more information, refer to [road closures webpage](#).
23. Access must be provided for the servicing of abutting properties, or suitable arrangements made with the occupiers. You must meet any reasonable access requirements that they may have.

### Trees, Street Gardens & Public Open Space

24. Trees managed by the council must be protected during any construction activities in accordance with the Australian Standard for the Protection of Trees on Development Sites (AS 4970-2009). If you are proposing to do any works within the Tree Protection Zone (TPZ). You must get approval from our arborist before commencing service installation or construction, contact our Open Space Services team by emailing [trees@yarracity.vic.gov.au](mailto:trees@yarracity.vic.gov.au).
25. Depending on the nature of the works, a Tree Protection Plan (TPP) may be required for works within the tree protection zone to provide clear work instructions and protection measures to ensure the health of our trees is not affected. This determination will be made by a council arborist during an initial site visit. If a TPP is required, you are required to contact our arborist at least 7 days prior to works commencing to get your TPP approved. Contact our Open Space Services team by emailing [trees@yarracity.vic.gov.au](mailto:trees@yarracity.vic.gov.au).
26. You must book a pre works site meeting with the Open Space Services team if works occur in a public park. Contact our Open Space Services team by emailing [trees@yarracity.vic.gov.au](mailto:trees@yarracity.vic.gov.au)

## Service Proofing and Working near council drainage assets

27. All inground and overhead services must be located and identified as per [Dial Before You Dig](#) process. Instructions issued by asset owner must be followed.
28. Extreme care must be taken when working within the vicinity of brick drains and old drains. You must contact Council prior to works commencement.
29. Contractor to ensure that council drainage assets are located and physically proved for all works within 1 meter of the alignment of council drainage assets.
30. All 'Drainage impact works' - where works are within 600mm of drainage infrastructure, or if the works can impact the functionality and integrity of council drain you must contact councils drainage officer prior to works commencement. Drainage impact works must not begin without councils written permission
31. Contractor to minimize the use of temporary road marking paint. All temporary road marking products must be chalk-based and should easily fade away.

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## DURING WORKS

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### Compliance

32. You must keep a copy of the consent on site and shall produce it upon request for inspection by the responsible Council Officer, or a member of the Victorian Police Force, Victorian WorkCover Authority, or Roads Corporation (DOT). You and all persons working under your control shall obey all reasonable instructions given by the responsible council officer or other authorised person.
33. You must inform us of any breach of these conditions, regulations or the law immediately.
34. The granting of this consent does not exempt you from the requirements of other Commonwealth and State legislation or policy.
35. You must comply (and are responsible for compliance by your employees, agents, contractors and volunteers) with these conditions and all legislation, regulations and standards, including but not limited to:
  - [Road Management Act 2004, Road Management \(Works and Infrastructure\) Regulations 2015 and Code of Practice Management of Infrastructure in Road Reserves](#)
  - [Road Safety Act 1986](#) and [Road Safety \(Traffic Management\) Regulations 2009](#)
  - [Australian Standard 1742.3:2009 - Traffic Control for works on roads](#)
  - [Environmental Protection Authority Victoria \(EPA\)](#)
  - City of Yarra [General Local Law 2016](#)
  - City of Yarra [engineering standard drawing](#)
  - Australian Standard **AS 4970-2009** Protection of trees on development sites
  - [Department of Transport \(DOT\) engineering standard drawings](#)

### Risk & OH&S

36. You indemnify and release the Council from all liability arising from the use or occupation of the site or the conduct of your business by you or your agents, including:
  - a. any claim made by any person for injury, loss or damage arising in any manner
  - b. any loss or damage to any property belonging to you or other persons located in the vicinity of the site caused by you or your agents
  - c. any loss, damage, injury or illness sustained or incurred by you or your agents.
37. The works must be covered by a public liability insurance policy for a minimum of ten million dollars (\$10,000,000) cover for a single claim, indemnifying the City of Yarra against claims for damages or injury arising from the works.

38. The works will be suspended and the area made safe if directed by an authorised officer, if in the opinion of the officer that council's interests and/or the safety of the travelling public is or could be jeopardised and/or the public is unnecessarily being inconvenienced.

#### Change, including cancellation

39. Any breach of the conditions, standards or the law whether or not caused directly by You may result in immediate suspension or cancellation of this consent, or we may upon expiry of this consent temporarily or permanently refuse to issue or offer any further consent without recourse by you, including any claim for payment, compensation or damages.

#### Trees, Street Gardens & Public Open Space

40. If the works are within a TPZ and are of an emergency nature i.e. water service leak/burst, councils arborist must be contacted to attend site and provide guidance on tree protection measures during remedial works.
41. All permeable areas (i.e. grassed or gravel median strips or tree plots) within the TPZ must be excluded from construction activities for the duration of works. Temporary fencing or barricades as approved by council's arborist must be installed to protect the area and to prevent entry, ground compaction and storage of materials and equipment. If any of these areas have existing hard surfacing (i.e. concrete or asphalt), they do not require exclusion during works, unless there are plans to remove or alter these hard surfaces. In these circumstances no impacts to the exposed areas of any tree plot must occur.
42. Any damaged grass or vegetation must be reinstated to its original condition and watered until it is established as agreed by the Open Space Services team.
43. Damaged turf within parks and grassed areas or nature strips is to be replaced with instant Kikuyu turf unless otherwise agreed by the Open Space Services team.
44. No vehicles are to park on public open space at any time unless previously agreed to by the Open Space Services team.
45. No occupation of Council's medians or grasslands unless prior approval has been obtained from Council.

#### Excavation Methodologies

46. Contractors to utilise appropriate construction methodologies considering safety, access, and heritage listed areas, tree protection, and environment and traffic management requirements. Council reserves the right to direct contractors to change the construction methodology where necessary to minimise the impact on the community and Council assets.
47. Boring is to be used for all subsurface service installations or maintenance where practically possible, unless approved in writing by council. Opencut trenches must be avoided where works conflict with permanent traffic management devices, garden beds, bluestone kerb and channel and/or bluestone laneway. The excavation locations for boring launch and retrieval must be approved by council.
48. All deep excavations must be adequately planned and supported to ensure that surrounding infrastructure is not undermined at any stage. A temporary support system for deep excavations should be designed and implemented by a suitable qualified person as per applicable standards and engineering best practices.
49. To prevent the undermining of the kerb and channel, the trench face should have an offset of 600mm minimum from the edge of kerb.

#### Bicycle lane

50. Reinstatement of cycle lane facility e.g. colour surfacing must match the existing materials and original condition. A minimum of 1.2m must be maintained for a bicycle lane to remain safe and operational. If 1.2m cannot be maintained the lane must be closed using temporary signs for short term closures as part of TMP.

### Service mains

51. Where the existing service main is to be upgraded or replaced, Council requests the alignment of the proposed works to be the same as the existing alignment (lift and lay). If this cannot be achieved, the redundant infrastructure (including all ancillary structures and/or infrastructure) is to be removed.
52. Service mains must be installed by boring technique instead of open trenching.

### Pipes

53. New or replaced pipes shall have at least 600mm of cover below the surface level of the road, at least 150mm cover below the underside of the sole pitcher, and at least 400mm cover below the surface level of the footpath.

### Temporary steel plates/ pits covers

54. The installation of temporary steel plates over any part of the works require the provision of a ramp down from the edges of the plate at a maximum grade of 1:8 using cold mix asphalt or other approved material to ensure there is no trip point. Plates are to be restrained at all times. Plates must be managed in accordance with best practices and include suitable slip-resistant coatings painted with a bright yellow colour. The applicant and or the contractor is responsible for the ongoing maintenance of plates. Plates must be removed from the site when not required and never stored on road surfaces.
55. The installation of temporary pit covers should be restrained at all times.

### Bluestone

56. You must not cut, drill or otherwise deface any bluestone block encountered within the roadway without written consent from council. Council requires the proposed works to be bored under the full length of heritage value bluestone laneway/infrastructure. Replacement bluestone material should match and align with the overall surrounding bluestone works. Any replacement bluestone material should be approved by a council officer prior to undertaking works.
57. All bluestone to be removed from the site by You is to be cleaned, placed on pallets, and delivered to the nominated council depot as instructed by the Reinstatement Officer, where it is to be neatly stacked.

### Street furniture

58. All removed council street furniture has to be returned to the nominated council depot for storage as per written instructions from the council officer.
59. You must notify a council officer if there is damage caused to any street furniture.

### Cleaning

60. You must remove any surplus excavation and backfilling materials from the road related area. Areas affected by the work must be left clean and tidy.
61. You must ensure that surrounding infrastructure is always free from construction debris/dust/mud and apply adequate measures to prevent slurry, debris and construction materials from entering council stormwater drainage assets. Council can direct You to develop/modify the cleaning methodology to minimise the impact on council assets and the local community.
62. You must remove all spoils, waste, dirt marks and temporary road markings prior to leaving site as per the council officer's discretion.

### Other conditions

63. You must ensure:
  - a. Proper workmanship is carried out to avoid any collapse to Council asset.
  - b. Each concrete slab or pavement that is cut or damaged is to be completely removed and reinstated.
  - c. Surface damages such as scratches / overcuts / cracks / chips etc. on council assets due to works are to be rectified by responsible works manager as per council standards and guidelines.

- d. Works must not interfere with or undermine adjacent buildings, structures, services, footings and foundations etc.
- e. No Council or private property drains are cut, broken or otherwise disturbed unless approved in writing by the asset owner.
- f. Should any damage occur to council asset, you must notify a council officer prior to undertaking any rectification works.
- g. Any damage to the traffic management devices (road humps, splitter islands, etc.) and line marking to be reported to council, and reinstated as per council approval.

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## Reinstatement requirements

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### Trench Backfilling and Compaction

64. Backfill to be placed and compacted in a maximum of 150mm thick layers.
65. Council reserves the right to request compaction tests to confirm the compaction is to Council standards at contractor's cost. Unless specified otherwise, crushed rock layers to be compacted to 98% MMDD.
66. Backfill shall be tested for compliance with the specified compaction scale at the frequency specified in Clause 304.11, using the appropriate test methods listed in Section 175 and VicRoads Code of Practice RC500.05.
67. Material during compaction shall have a moisture content of not less than 85% of optimum.
68. For pavement layers, after completion of compaction of a layer, the moisture content of the material in the layer shall be maintained at a moisture content of not less than 85% of optimum until test rolling has been completed.
69. Trench should be at least 300 mm wide around all sides of pits to allow for proper compaction.
70. The optimum moisture content to be preserved during the backfilling and compaction process.

### Temporary Reinstatement

71. Temporary reinstatements are to be maintained by the Contractor as per DDA guidelines, best industry practices and any other applicable standards until permanently reinstated and accepted by Council.
72. Temporary reinstatement failures must be rectified within 24 hours (Council reserves the right to undertake make-safe works at the cost of the Contractor if this condition is not met). Temporary reinstatements must have appropriate traffic management signage when needed.

The only accepted temporary reinstatement measures are:

- a. Road Plates
  - b. Hot Mix Asphalt
  - c. Cold Mix Asphalt
73. The installation of temporary steel plates over any part of the works require the provision of a ramp down from the edges of the plate at a maximum grade of 1:8 using cold mix asphalt or other approved material to ensure there is no trip point. Plates are to be restrained at all times. Plates must be managed in accordance with relevant Australian standards, best practices and include suitable slip-resistant coatings painted with a bright yellow colour. The applicant and or the contractor is responsible for the ongoing maintenance of plates. Plates must be removed from the site when not required and never stored on road surfaces.
  74. All temporary reinstatements must be designed and signed off (upon completion) by a suitably qualified person as per applicable standards including DDA guidelines and best practices before opening to the public.

## Permanent Reinstatements to be completed by Works Manager or Applicant

Standard Drawings - <https://www.yarracity.vic.gov.au/services/roads-and-traffic/yarra-standard-drawings>

### Asphalt Roads–YSD 502

75. City of Yarra roads to be reinstated as per YSD 502 or match existing (whichever is most durable) unless otherwise agreed in writing by the council officer.
76. All trenches within the road reserve to be minimum 600mm wide.
77. All Trenches to be keyed in 150mm wide . The key-ins must be located at the transition of crushed rock layer to asphalt base course.

### Wearing course

78. For road pavements less than 24 months old, wearing course to be re-sheeted full width (or like for like as per Council's satisfaction) not to have any joints in the road pavement wearing course.

For road pavements less than 5 years old, or the pavements that are otherwise in good condition, full traffic lane width road pavement to be re sheeted, not to have any longitudinal joints in the traffic lane wearing course.

For all other scenarios, longitudinal joints in the wearing course can be placed at a minimum of 1 meter gap, and at least 1 meter away from kerb channel / any existing joints / cracks / distortions etc. in the wearing course. The longitudinal joints in the wearing course must be outside the wheel path.

These joints are to be crack sealed 12 months after the works have been undertaken to minimise deterioration of the road surface. Service Authority can contribute the cost of crack sealing to Council in lieu of undertaking crack sealing works at-cost metre rate of \$2.20 (excl. GST) measured along the parameter of the trench and payable at the trench reinstatement stage prior to the final inspection.

79. All asphalt works to comply with SECTION 407 unless otherwise agreed in writing by the Council Officer.
80. The wearing course on the footpath must be reinstated for the full width of the footpath where pavements are less than 24 months old, footpath width is 1500mm or if the footpath is otherwise in a good condition  
  
For any other scenarios, reinstatement of wearing course to be at least from the furthest side of the trench to the nearest end of the footpath. Any joints, defects etc. within 1meter of the footprint of works to be included within the reinstatement of wearing course footprint.

### Asphalt Footpaths – YSD 401

81. City of Yarra footpaths to be reinstated as per YSD 401 or match existing (whichever is better).
82. For footpath reinstatements, trench to be a minimum of 600mm wide.

### Concrete pavement (Roads and footpaths)

83. Follow YSD 401 for concrete footpath; and YSD 508 for the concrete pavement with an asphalt wearing course.
84. All concrete reinstatement to be from joint to joint, involving the replacement of a full concrete panels.
85. Fixed joint must be installed at all abutting existing concrete surfaces to the reinstated section as per YSD 507.
86. Place expansion joints along the building line.
87. Concrete reinstatement to match the colour of the existing (%2-%4 oxide); and as per written instruction of council officer.
88. Where a trench is opened through a concrete driveway and/or footpath, the contractor should be liable for reinstating the whole panel of the concrete driveway/footpath.



## Laneways

89. All laneways to be reinstated as per Council standards and satisfaction. Various standards can apply within the laneways, e.g. YSD503/YSD504/YSD505/YSD506. Reinstatement methodology and specification need to be approved by the Council Civil Engineer in writing prior to works.
90. For bluestone laneways, an extra row of bluestones is to be relayed on all sides of the trench/opening to allow for the new bluestones for interlocking with the existing pavement.
91. All damaged bluestones must be replaced. Replacement bluestone material should match and align with the overall surrounding bluestone works.
92. All bluestone should be purchased from the Council approved suppliers.

## Stormwater

93. All 'Drainage impact works' - where works are within 600mm distance to drainage infrastructure, or if the works can impact the functionality and integrity of council drain must be reported to council drainage officer prior to works commencement.
94. For any 'Drainage impact works'; pre-commencement conditional surveys including CCTV survey and any other relevant inspections (as per council officer instruction) must be completed and provided to council along with work methodology for council review and approval prior to works commencement.

Any adjustments to work methodology must be made as per council instructions to protect the integrity and functionality of drainage assets.

Post construction condition surveys and CCTV reports must be provided to council if requested by council officer.

95. Any damages, blockages, or contamination caused to Council drainage assets due to construction works are to be rectified pit to pit as per Council satisfaction. Evidence of rectification must be provided to council as part of works completion.
96. Any Council assets within the influence zone of construction works must be managed, protected and rectified as per the written approval and instructions from the Council Officer to ensure that Council assets performance and the service life is not compromised.
97. Earthenware and cement fibre pipes encountered and exposed to the construction activities are to be replaced with reinforced concrete pipes from pit to pit to the current Council standards.
98. CCTV surveys and Asbuilt reports must be provided to council at the completion of any works involving drainage pipes or drainage pits installation.

## Kerb and Channel

99. Kerb and Channel to be reinstated as per Council standards and satisfaction. Various standards can apply within the kerb and channel, e.g. YSD 301 to YSD321. Reinstatement methodology and specification need to be approved by the Council Civil Engineer in writing prior to works.
100. All pram crossings must comply with DDA guidelines and YSD402/YSD403. The pattern of channel stones to match the adjacent channel. Reinstatement methodology and specification need to be approved by the Council Civil Engineer in writing prior to works.
101. Any undermined or damaged sections of kerb and channel must be reported to council officer, and reinstated as per council standards and satisfaction.

## General

102. The final levels of newly reinstated surfaces must align with adjacent existing surfaces to promote surface drainage. Newly reinstated surfaces must not have nor create any water ponding issues.
103. All reinstatements should be squared and parallel to the kerb; not to have any diagonal or skewed reinstatements.

104. For works within any nonstandard pavements, islands, roundabouts, speed humps, etc. reinstatement works to be discussed with the Council Officer, and be undertaken as per written approval of the Council Civil Engineer. Surface damages on Council assets including scratch marks and gouges are considered conventional damages. Full reinstatement requirements will apply.
105. Line marking plans to be checked and approved by the Council Officer prior to placement to ensure the configuration is compliant.
106. Pavement material is to be confirmed on-site prior to the commencement of reinstatement works, i.e. asphalt type (residential, industrial, shopping strip, a trading area, etc.) or concrete type and specification etc.
107. Any damaged stormwater outfall pipes (Legal Point of Discharge) to be reinstated in accordance to Council standards.
108. Line marking to be completed prior to parking sensor reinstallation.
109. Reinstatement of line marking affected by the works should be in cold applied plastic (Sprayable degadur SP2 long-life cold applied plastic or equivalent).
110. Nature strip/garden beds to be reinstated as per the Council standard drawings.
111. Reinstatement of tactile ground surface indicators should be as per council's standards and written instruction of council officer.
112. All service pits, valves, and covers should be adjusted and finished flush with the finished surface level of the footpath, pavement, and nature strip.
113. You must retain photo evidence and quality assurance records including material delivery docket and certificates, and testing reports etc. for all the steps of construction. Council reserves the right to audit and verify quality control for works completed at any stage.

#### **Upgrades and Council Contributions**

114. Contractor to report any deteriorated Council assets where Council can work with contractor and contribute towards reinstating a wider area.
115. Quotations to be submitted by contractor to the Council, and approved in writing by Council prior to commencement of construction of such scope items involving Council contribution.

#### **Timeframes**

116. All permanent reinstatements should be completed within 4 weeks, or otherwise as approved by the Council Officer in writing.
117. All permanent reinstatements to be subject to a 12 month defect liability period from the date of the practical completion sign off by the Council Officer.  
  
Should any defects appear and rectification works be required during the defect liability period, a further 12 months maintenance period applies to such works upon successful completion of defect rectification.