City Design & Transport  
City of Whittlesea  
Locked Bag 1, Bundoora MDC VIC 3083 Date ………………………………………

# Works in Road Reserve Permit Application Form

## Applicant details

Name ……………………………………………………Phone …………………………………………………….……………..

Signature ……………………………………………. Email ………………………………………………………………………

Site address…………………………………………………………………………………………………………………………….

Suburb …………………………………………………..Post Code ……………………………………………………………..

Is the proposal associated with a Planning Permit? Yes □ No □  
(If you selected Yes: please provide Planning Permit Number ………………………………………………)

*Please attach stamped Council approved plans with this application – failure to do so will delay application review.*

## Works in Road Reserve Permit required for:

□ Crossover: New location □ Crossover: Widening □ Crossover: Infill of existing

□ Stormwater/Water tapping □ Street Scape Works □ Other

□ Please tick if there is a nature strip tree within 2.5 metres of new crossover  
*Please note: if there is a Council tree in close proximity to the proposed crossover location this application will also be referred to the Parks & Open Space department for review.*

* Council tree removal is not guaranteed
* It may take up to 14 days to get a response
* If tree removal(s) are approved, additional charges may apply
* After payment is processed, it may take up to 14 days for Council tree(s) to be removed
* Generally, stumps less than 100mm in diameter are left in the ground. For stumps greater than 100mm in diameter, additional charges will apply.

## *Please check if any service authority assets are within 1m or less of works being conducted.*

## *The location of these assets may impact on you receiving approval. City of Whittlesea takes no responsibility of any asset damage.*

## Description of Proposal – including measurements/specific details

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..  
***Please note: the permit is only valid for 90 days from the date of issue and will not extend past its expiry date.***

***Do not submit payment with application form. Payments will only be accepted if your application form has been approved and a Works in Road Reserve Permit issued.***Sketch of proposal provided: □ Yes □ No