

**TEMPORARY TRAFFIC MANAGEMENT PERMIT**  
**APPLICATION FORM**



**Section 1: Applicants Details**

Applicant / Business Name: .....

Applicant / Business Address: .....

.....

ABN / ACN: .....

Telephone: ..... Mobile: .....

Email Address: .....

**Section 2: Works Details**

Location: .....

.....

Works associated with the traffic management: .....

.....

Start Date: ..... End Date: .....

**Section 3: Application Type and Fees**

Select the relevant number of days required to implement traffic management for works. The days can be used in one (1) set, or in multiple sets of one (1) or more days, during the permitted period. A Temporary Traffic Management Permit is valid for a maximum duration of 12 months.

Generally, implementation days are for active traffic management arrangements; short durations of after-care (a set of 3 or less days) are excluded from the implementation days.

Permit Application Type	Fee	Selection (choose one)
1-3 days of implemented traffic management for works	\$270.00	
4-10 days of implemented traffic management for works	\$540.00	
11-20 days of implemented traffic management for works	\$810.00	
21-30 days of implemented traffic management for works	\$1,080.00	
31 or more days of implemented traffic management for works	\$1,350.00	

#### Section 4: Traffic Management Plan (Copies must be submitted with application form)

Provide details of the temporary traffic management outlined in the Traffic Management Plan (TMP) prepared for the works or event. The TMP will include one or multiple diagrams - known as a Traffic Guidance Scheme (TGS) - which demonstrates the specific traffic management devices required to maintain a safe environment for workers and all road and footpath users.

Different works or event stages may require separate, specific TGS. Works that require traffic management when workers are not on site (e.g., when concrete is curing overnight,) will require an After-Care TGS.

The TGS must show all measures for the safe management of traffic, cyclists and pedestrians (e.g., traffic controllers, speed reduction, signs, barricades), dimensions (e.g., area of use, area remaining, distance from an intersection) and any relevant site features (e.g., existing signs, parking, obstructions).

The TMP and its one or multiple TGS must be prepared by accredited (ticketed) personnel in accordance with the Road Safety Act 1986, Road Management Act 2004, Austroads Guide to Temporary Traffic Management, Australian Standard AS 1742.3:2019, and the subordinate legislation within the aforementioned documents.

TGS Number	Associated Works	Implementation Days and Times

If you are submitting additional TGS for assessment in this TTM Permit application, please provide the required details on a separate page.

#### Section 5: Application Requirements (Copies must be submitted with application form)

- Public Liability Insurance – Certificate of Cover

The applicant must have current public liability insurance. A copy of the Certificate of Currency is to be provided to Council with the application form, which must include the policy number, the expiry date and a minimum coverage amount of \$20 million. Also, Maroondah City Council must be nominated as an interested party on the insurance.

- Memorandum of Authorisation (MOA) *if applicable*

An MOA is required from Department of Transport and Planning (DTP, formerly VicRoads) to implement traffic management on an Arterial Road. Additionally, if a Major Traffic Control Device is to be utilised (e.g. temporary traffic signals) an MOA must be obtained from DTP.

- Written Notification to affected Businesses / Residents / Public Transport Providers *if applicable*

Written notification will be required for any affected Business, Residents and Public Transport Providers. The notification must include: the name and phone number of the contact person on-site, the relevant TGS (one or multiple), the length of time the disruption will take place, and the impact of the disruption (e.g., loss of on-street parking)

- Emergency Services (Police, Fire Brigade, Ambulance and SES) Notification *if applicable*

Written notification will be required to Emergency Services for any road closures.

## **Section 6: Terms & Conditions**

1. *All fees are non-refundable.*
2. *All written applications must be submitted, with the Application Fee, either in person to Council offices or by mail.*
3. *The traffic management may only be undertaken on the days and times listed on the approved permit. No restriction to road and footpath traffic is permitted outside of this period without Council approval. Normal traffic flow will be restored after each work session.*
4. *Where required, approval for the works and the use of any Major Traffic Control Devices shall be obtained from the Department of Transport and Planning and any other relevant Council.*
5. *Written notification must be sent to all parties affected by the works prior to the commencement of the works as listed on the permit. Continued access shall be provided for all properties, unless alternative arrangements acceptable to the occupiers are made.*
6. *Any lawful directions of members of the Victoria Police, Department of Transport and Planning, and authorised Maroondah City Council Officers must be complied with at all times.*
7. *Traffic Management Plans are to be prepared in accordance with "AS1742.3 Traffic control devices for works on roads," "Austroads Guide to Temporary Traffic Management" and "Code of Practice – Worksite Safety Traffic Management". The set out of the traffic management may be adjusted to take into account on-site conditions.*
8. *The traffic management is to be conducted in a manner that minimises inconvenience to other road users.*
9. *Any support vehicle or equipment engaged in the works must not occupy, restrict or otherwise effect the remaining traffic lanes.*
10. *No advertisement signs or placards shall be placed on or affixed to any structure, other than precautionary measures signage unless written approval is obtained from the relevant road authority. All traffic signals and signs in the vicinity shall be clearly visible to motorists and pedestrians at all times.*
11. *No damage is to be caused to any Council or other authority's asset. To the satisfaction of, and at no cost to Maroondah Council, the applicant shall be responsible for reinstating any Council assets that may be removed, modified or damaged.*
12. *The Permit Holder shall at all times during the agreed term, be the holder of a current Public Liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$20M (or more). The Public Liability Policy shall be effected with an insurer provided by the Council.*

*The Public Liability Policy shall cover the type of work proposed and include full indemnity for Council against any claim laid against it either by members of the public or persons engaged in any activities associated with the traffic application who, as a result of the application suffer personal injury, property damage or financial loss.*
13. *The Permit Holder agrees to indemnify and keep indemnified, the Council, its servants and agents, and each of them from and against all accidents, damage or injury to property, participants or third parties that may arise out of this event.*
14. *A copy of the Traffic Management Plan and the Road / Lane / Footpath Closure Permit must be kept on site and produced when requested by an authorised officer from any Government Authority.*

## Section 7: Acceptance of Terms & Conditions

I declare that I am the applicant and that all information in this application is true and correct.

I accept and undertake to comply with the conditions on the permit and any conditions specified by Council, its servants or its agents.

The Permit Holder is responsible for the safeguarding of the public against injury and maintaining the site during the in a safe condition at all times.

If for some reason the work cannot be undertaken on the day of approval, I undertake to contact Maroondah City Council on that day to advise.

I understand and accept that all fees are non-refundable.

By signing this application, I agree that I have read, acknowledged and accepted all of the terms and conditions, and disclosures contained in this document and that I have included all relevant required documentation.

**Applicant's Name:** .....

**Applicant's Signature:** ..... **Date:** .....

Maroondah City Council is committed to protecting your privacy. The personal information you provide on this form, and in support of your application, is being collected by Maroondah City Council for this primary purpose or other directly related purposes. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorized by law. Failure to provide the information requested, means your permit application cannot be processed. Access our privacy statement at [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au).

## Section 8: Application Fees

All applications must be submitted to Council offices and the Application Fee must be paid prior to the assessment of the application.

	<b>COST</b>
APPLICATION FEE	As indicated in Section 3

**This Application Form is not a Permit. All applications will be assessed and if successful applicants will be issued with a Permit. The standard timeframe for the assessment of a Temporary Traffic Management Permit application is 15 business days.**

## Section 9: Payment Details

Payments can be made via mail using Cheque or Money Order or at any of the Council Customer Service Centres using Cash, Cheque or EFTPOS.

### Office Use Only – Return to Engineering

**Receipt No:** ..... **Date:** .....

**Cashier Name (please print):** .....

### Cashier Cut off

**Application Code:** RC

**Reference:** RLFLO (*Amount defaults*)

**Qualifier:** Site Location

### Cash/Chq/Eftpos

**Receipt No** ..... **Amount:** \$

## Section 10: How to Lodge Your Application

Please complete form and return with supporting documents via one of the methods below.

### Mail

Engineering Services  
Maroondah City Council  
PO Box 156  
Ringwood VIC 3134  
DX 38068 Ringwood

### In person

#### **At Realm**

179 Maroondah Highway, Ringwood, opposite Ringwood Station  
9am to 8pm Monday to Friday  
10am to 5pm Saturday, Sunday and most public holidays  
Closed Good Friday, Easter Sunday, ANZAC Day, Christmas Day and Boxing Day

#### **At Croydon Library**

Civic Square, Croydon  
9am to 5pm Monday to Friday  
Closed public holidays

### Further Information

Telephone: 1300 88 22 33  
Local Telephone Number: 03 9298 4598  
TTY (hearing speech/impaired): 1800 555 677

**Maroondah City Council takes no responsibility for your personal information which is sent via email or mail.**

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4211 or email - [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)