

Detail Design Application Form

External Works - Department of Transport and Planning



Department
of Transport
and Planning

Purpose of the Application

This Application is for Externally Funded Projects acceptance of a **Detailed Design or Signalised Project** for review. Applicants must ensure that the submission is complete by providing the information requested (where relevant), and by supplying all supporting files as an attachment to the Application.

DTP will only accept applications from appropriately prequalified consultants.

DTP Project No:

***Please supply copy of FLP/TSP application form. If not an existing DTP project # then further details required**

Physical Location of Works:

Consultant Contact Details

Name:	Position:
Email:	Contact No:
Business Name:	ABN:
Address:	

Developer Contact Details

Name:	Position:
Email:	Contact No:
Business Name:	ABN:
Address:	

Council Contact Details

Name:	Position:
Email:	Contact No:
Business Name:	ABN:
Address:	

Works Type

Access – left / right - in/out, crossover, deceleration lane	Yes ☐
Bicycle – On-road/ shared path	Yes ☐
Bridge	Yes ☐
Intersection	Yes ☐



Duplication Yes ☐

Traffic Signals - New ☐ **OR** Existing ☐ - Intersection ☐ ESLS ☐ Pedestrian Crossing ☐

Roadworks / Roundabout Yes ☐

Pedestrian – ALL works non-signalised Yes ☐

Drainage Yes ☐

Utilities – (please specify) Yes ☐

Other – (please specify) Yes ☐

Mandatory information to accompany Application

The Applicant/Consultant **must** attach the following documentation to the Application Attached

Final endorsed Functional Layout Plan (DTP/ Council) Yes ☐

File Name:

Detailed Design Plan meeting DTP Standards Yes ☐

File name:

Additional Documentation Required to accompany Application

The Applicant/Consultant **must** attach the following documentation to the Application (if applicable)

ALL DOCUMENTS MUST BE CLEARLY NAMED FOR THE SUBJECT MATTER

DTP endorsed Traffic Signal Plan (mandatory for ALL Signal projects) Yes ☐ N/A ☐

File name:

Road Safety Audit - Design (mandatory for TSP Projects) Yes ☐ N/A ☐

File name:

Public Lighting Plan (mandatory for TSP projects) Yes ☐ N/A ☐

File name:

Design Report - Design (mandatory for ALL works) Yes ☐

All Non-standard Design elements must be included in Design Report

File name:

Drawing Transmittal/Register (mandatory for ALL works) Yes ☐

File name:

Geotechnical Report (if applicable) Yes ☐ N/A ☐

File name:

Stormwater Strategy Report (if applicable) Yes ☐ N/A ☐

File name:



Landscaping Plan (if applicable) Yes ☐ N/A ☐

File name:

Structural Engineering Report (if applicable) Yes ☐ N/A ☐

File name:

Service Proving Report (if applicable) Yes ☐ N/A ☐

File name:

Traffic Management Plan (if applicable) Yes ☐ N/A ☐

File name:

Proposed contractor DTP Prequalification proof of status Yes ☐ N/A ☐

(required for Arterial roads and all signal works)

Other Yes ☐

Any other Information relevant to submission- (incl proposed works timeframe)

Instructions to submit Application:

All Applications must be submitted to: metroexternalprojectsdelivery@transport.vic.gov.au

This form must accompany your submission for a Detailed Design Review. Please ensure that all required documentation is attached to your submission. If the submission requires additional information, the applicant will be contacted by an authorised DTP representative to discuss what additional information is required.

If a External Works project number has been provided by DTP previously it must be included on this submission.

Privacy Collection Notice

The Department of Transport and Planning (DTP) is committed to protecting your privacy. Any personal information collected, handled, stored, or disclosed about you through our services shall be managed in accordance with the principles of the Privacy & Data Protection Act 2014 as applicable, and as required by other privacy laws.

For more information about how DTP handle the information you have provided in your application form and submission, please refer to DTP's Privacy Policy at <https://www.vic.gov.au/departments-of-transport-and-planning-privacy-policy>.

You have a right to access any personal information DTP hold and may ask DTP to update or correct your personal information.

Personal information is "information or an opinion (including information or an opinion which is in a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion".

DTP collects and use your information when it is necessary to fulfil our functions or engage in related activities, and to collect any information required to administer it or provide services associated with it. DTP uses the information provided to assess any submitted requests. All information is required to enable DTP to assess your request efficiently.

Information collected through this program may be shared with our employees who need access to it as part of their duties for the reasons set out above. Where necessary, DTP may disclose your information to relevant officers in DTP, other Government agencies or Ministers directly involved in the planning process or to authorised third party service providers who assist us by performing functions or activities on our behalf, including to survey you about your experience with DTP.

By signing this form, the applicant/consultant declares:

The information in this form and related mandatory documentation are current, correct, and complete.



The applicant has read and understood the privacy collection notice, and takes full responsibility for any loss, damage or claim caused by incorrect information provided by the applicant and indemnifies DTP as harmless in all respect for any such loss, damage, or claim.

signature of applicant:

Date:

(print name)