

Functional Layout Plan Application Form v2.4

External Works - Department of Transport and Planning



Department
of Transport
and Planning

Purpose of the Application

This application commences the Department of Transport and Planning's (DTP) review of a **Functional Layout Plan** for externally funded works. Applicants must ensure that the application is complete by providing the information requested in **all** fields below (where relevant), and by supplying **all** supporting files as an attachment to the application.

The Applicant must ensure all supporting information is current, correct, complete and submitted in full; incomplete submissions will not be accepted.

Location of Works

Physical Location of Works:

Physical Location of Works Suburb:

Planning Permit Address:

GPS Coordinates:

Melway Ref:

Municipality:

Who is the Applicant?

Consultant ☐

Developer ☐

Council ☐

Other ☐

Other' details:

Who is funding the works?

Consultant ☐

Developer ☐

Council ☐

Other ☐

Other' details:

Are these works being funded by a State or Federal funded program i.e. TAC, Safer Local Roads, etc (If yes, this request may be redirected to the responsible DTP team).

Yes ☐ No ☐

If yes, please advise which program:

What road type are these works on? Arterial (DTP) Road ☐

Both (DTP & Council) Road ☐

*Future Arterial (DTP) Road ☐

Local (Council) Road ☐

Private Road ☐

***Future Arterial - To ensure that both the road reserve and road infrastructure is of arterial road standard, both the FLP and RSA must be reviewed and endorsed by DTP.**

Traffic Consultant Contact Details (DTP Prequalified)

Name:

Position:

Email:

Contact No:

Business Name:

ABN:

Address:

Detailed Design (Civil) Consultant Contact Details (DTP Prequalified)

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:	

Invoice Contact Details

Name:	Position:
Email:	Contact No:
Business Name:	*ABN:
Address:	
DTP Customer No:	

***ABN Confirmation: Please provide a screen shot of the of the ABN and the associated business name in accordance with ASIC.**

Description of Works

INSERT BRIEF/SCOPE DESCRIPTION OF THE WORKS: (PLEASE NOTE THAT THIS DOES NOT REPLACE THE NEED TO SUBMIT THE DESIGN REPORT)



Works Type

Access - i.e. Crossovers, Left In/Left Out, Deceleration Lanes, Service Road)	Yes ☐ N/A ☐
Bicycle – i.e. On road/Shared User Path.	Yes ☐ N/A ☐
Pedestrian – all non-signalised works.	Yes ☐ N/A ☐
Intersection – all non-signalised works.	Yes ☐ N/A ☐
Duplication (i.e. additional carriageway/s alongside an existing road).	Yes ☐ N/A ☐
Landscaping (Change to existing or new vegetation)	Yes ☐ N/A ☐
Drainage	Yes ☐ N/A ☐
*Structures (i.e. Bridges, Noise Walls ☐ and Gantries ☐ Major Culverts ☐ Other ☐)	Yes ☐ N/A ☐
Noise Wall – An Alignment Plan is required to be submitted	Yes ☐ N/A ☐
Traffic Signals - New ☐ OR Existing ☐ Intersection ☐ Pedestrian	Yes ☐ N/A ☐
Roundabout - New ☐ OR Existing	Yes ☐ N/A ☐
Signage – including Wayfinding ☐ Regulatory ☐ VSLs ☐ ESLS ☐	Yes ☐ N/A ☐
Roadworks – i.e. Midblock	Yes ☐ N/A ☐
Road Closure – Does the design propose to involve the closure of an existing access or road?	Yes ☐ N/A ☐
Other – please specify	Yes ☐

Mandatory Documentation to accompany Functional Layout Plan (FLP) Application

The Applicant must attach the following documentation to the Application - incomplete submissions will **not be accepted** (unless not applicable to the submission and accepted by DTP).

ALL DOCUMENTS MUST BE CLEARLY NAMED FOR THE SUBJECT MATTER

DTP Prequalification Proof of Status	Yes ☐
Applications will not be accepted if the appropriate status cannot be evidenced	
*Design Report (*Mandatory)	Yes ☐
Functional Layout Plan (FLP)	Yes ☐
Swept Paths Assessment (Design and Check Vehicles)	Yes ☐
Street Lighting Assessment (LUX Diagram)	Yes ☐
Signage & Linemarking Plan (as part of FLP)	Yes ☐
Road Safety Audit (RSA) <u>complete</u> for Functional Plan version	Yes ☐



(Include all project team responses, dated and signed. FLP updated accordingly)

NOTE: Not to be undertaken by the same Consultancy

Is there a Public Acquisition Overlay (PAO) as part of the proposed works Yes ☐ N/A ☐

If yes, please provide a copy

Is there a Section 173 Agreement in place for the proposed works Yes ☐ N/A ☐

If yes, please provide a copy

Current Precinct Structure Plan- PSP (if applicable) Yes ☐ N/A ☐

Current Approved Planning Permit (if applicable) Yes ☐ N/A ☐

Planning Permit No:

Council Endorsed Concept Plan (relating to Planning Permit/s) Yes ☐ N/A ☐

Arborist Report Yes ☐ N/A ☐

Traffic Impact Assessment Report (TIAR) Incl SIDRA analysis – Yes ☐ N/A ☐

Based on current & future traffic volumes - DTP and future DTP roads (For all traffic signal, roundabouts and unsignalised intersection related works)

DTP Movement & Safety Team's Endorsement "In-Principal Support" of Concept Design (if applicable) Yes ☐ N/A ☐

MoA and written confirmation from DTP Movement and Safety Team: **(required for all permanent speed limit changes)** Yes ☐ N/A ☐

Provide MoA No. (provided by DTP Movement and Safety Team):

Confirmation of consultation with Victorian Infrastructure Delivery Authority (VIDA) - Big Build impact zones only Yes ☐ N/A ☐

(provide written confirmation from VIDA acknowledging the proposed design and meeting VIDA requirements)

Other (Please describe) Yes ☐

Additional Information

Estimated construction timeframe:

Start Date (month/year)

Finish Date (month/year)

Estimated value of the works within the arterial road reserve \$

Any other information relevant to the application:

Instructions To Submit Application

All applications must be submitted to: MetroExternalProjectsDevelopment@transport.vic.gov.au

This form must accompany your application for Functional Layout Plan review.

Please ensure that all mandatory documentation is attached to your application. If additional supporting information is required, the Applicant will be contacted by an authorised DTP representative.

Following submission, the applicant will be issued with a unique project number. The project number must be quoted in all subsequent correspondence with DTP.

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 uses 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 declares:

The information in this form and related mandatory documentation is 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: