

## Quick Reference Guide

September 2022

### External Works in Road Reserve

A guide to all agencies external to DTP seeking to deliver road works on the Victorian Road Network.

This Guide is designed to help Developers or Councils and DTP work together to support delivery of External Works in Road Reserves on the Victorian road network.

submission to DTP of an **Application for External Works in Road Reserve** prior to each step. Relevant Application Forms and links can be found on the External Works page of the DTP website.

### The process in summary

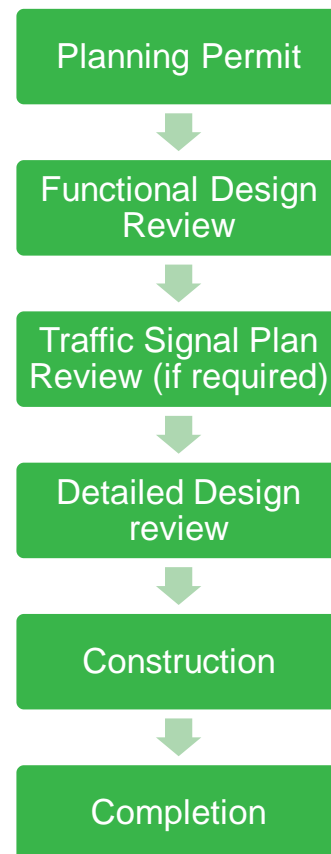
Works on the Victorian road network must meet VicRoads standards and guidelines. Well designed and built works help to maintain the safety and functionality of the road network over time.

Where Developers or Councils require works to be completed on the road network, they can choose to use either DTP's External Works Team or engage an approved or prequalified consultant to certify their designs and specifications.

Developers and Councils which choose to use DTP's services should expect to pass through **all** steps shown in the figure below (except Councils, which do not pass through the Planning Permit step). Any exceptions to this will be advised by DTP.

DTP advises that its approvals granted at each step of the process are valid for a period of 12 months. If a Developer or Council requires more time than this, DTP **may** request that one or more steps is repeated to account for changes that have occurred in the road network since the approval was granted.

Commencement of Functional Design Review, Detailed Design Review and Construction all require



Each step of the process is described in more detail below.

## Planning Permit

As a planning referral authority, DTP may include conditions on a Planning Permit that require a Developer to undertake road works. These works will be required to mitigate the impacts of the development on the road network.

The Planning Permit usually requires the development of a **Concept Plan**. A Concept Plan will show the general form of the proposed road works. A Concept Plan will allow DTP to determine whether proposed road treatments (i.e. turn lanes, roundabout, traffic signals etc) will mitigate the impact of a development, are feasible, and will achieve required operational and road safety objectives. Stakeholders who may be impacted by the works will also be identified through the Concept Plan.

Councils do not require a Planning Permit. However, their proposed projects may benefit from the development of a Concept Plan which forms the basis of their subsequent Functional and Detailed designs.

A sample Concept Plan is provided on the External Works page of the DTP website.

**Developers are advised that it is their responsibility to ensure that their works meet the requirements of their Planning Permit.**

## Functional Design Review

The Functional Design Review considers the Developer/Council's **Application for External Works - Functional Design** and where appropriate, an **Application for External Works - Traffic Signal Plan**. This will include the Developer's Functional Layout Plans (FLP).

An FLP expands on the information contained within the Concept Plan. It provides a 2-dimensional ("Plan") view of the works including widths and

lengths of lanes, the presence of known underground and overhead services, and any impacts to other services in the road reserve. Any protective works/relocations of other services and works required to adjacent properties will be identified in the FLP.

Submission of a Traffic Signal Plan (TSP) (if required) is recommended at this step if it is available. The TSP will provide information on new or amended traffic signals and the details of any signal works such as conduits and display types.

DTP seeks to support Developers/Council to complete their development efficiently and effectively, and will help Developers/Council with their Applications as much as possible. However, DTP only budgets for **two** review cycles for each Application (an initial review, and then a final review/endorsement of an updated Application). Developers/Council are advised that poor quality or incomplete Applications may not be accepted by DTP, and additional review cycles may extend the review timeframe and increase the cost of the review.

### Safe Systems in design

To ensure the safest possible design and infrastructure, DTP will require Developers/Council to undertake and submit an independent road safety audit. This is always required as part of the Functional Layout Plan approval (unless agreed with DTP), and some projects may also require multiple audits at different steps of the project including (but not limited to) detailed design, during Construction and during Completion steps.

A sample Functional Layout Plan is provided on the External Works page of the DTP website.

At the completion of the Functional Design review, the Developer/Council (or consultant) will be issued with a **Notification of Functional Design Review Completion** and, if a Traffic Signal Plan was submitted with the Functional Design, a **Traffic Signals Memorandum of Authorisation**.

These documents must be received from DTP before the Developer/Council can progress to the next step in the process.

## Traffic Signal Plan Review

This review step only applies if Traffic Signals are required, and the Traffic Signal Plan was not submitted as part of the Functional Design.

DTP must complete a review of Traffic Signal Designs. To commence the Review, Developers/Councils must submit an **Application for External Works – Traffic Signal Plan**. This Application must include a Traffic Signal Plan in keeping with DTP standards, and any other documentation specified on the Application form.

At the conclusion of the Traffic Signal Plan Review, Department of Transport will issue a **Traffic Signals Memorandum of Authorisation** which authorises the Developer/Council to proceed with the installation of permanent traffic signals on the road network.

## Detailed Design Review

The Detailed Design review considers the **Application for External Works - Detailed Design**. The Detailed Design describes the road treatments in 3 dimensions (i.e. including pavement designs and long-sections) and includes other elements such as structural designs for civil noise walls, bridges, culverts. It also includes civil designs to determine pavement, drainage requirements and street-lighting.

The detailed design of larger projects will also include details of intelligent transport systems components which may be required such as CCTV's or Bluetooth technology and environmental controls and landscaping determined.

A sample Detailed Design is provided on the External Works page of the DTP website.

At the completion of the Detailed Design review, the Developer/Council (or consultant) will be issued with a **Consent for Works**. This sets out DTP's satisfaction with the proposed designs for the works, and any conditions that the Developer/Council must adhere to when constructing the works. Note that DTP may issue Consent at earlier steps in the design process to support investigations and other actions which allow the Developer/Council's to produce high-quality designs. Only the Consent for Works which describes DTP's satisfaction with the proposed designs and any conditions (as above) allows progression to the next step of the External Works process.

Developers/Council must sign and return the Consent for Works.

Being provided with a Consent for Works does not automatically provide you with access to the road to commence construction. If your project overlaps with another road construction project being delivered by another State Authority (such as Metropolitan Road Projects Victoria, Level Crossings Removal Authority etc or by another Developer), you will need to discuss and negotiate your access needs with the contractor that may have been awarded with possession of site to coordinate works across all parties.

The requirements of the Consent for Works may include the Developer/Council providing some financial security (see below), project hold points and any other project specific requirements such as community consultation.

### Financial Security

DTP may require the Developer/Council to provide it with some financial security (e.g. bonds, bank guarantees etc) related to the construction of works on the road network. The value and type of security required by DTP will depend on the nature and value of works proposed by the Developer/Council.

## **Environmental and Cultural/Heritage Requirements**

Many projects have the potential to impact on environmental and cultural/heritage values. These values must be carefully and respectfully managed by the Developer/Council to the satisfaction of DTP. This includes effective consultation with relevant stakeholders and the implementation of effective mitigation actions.

## **Construction**

### **Prior to Works Commencing**

The Developer/Council is required to complete an **Application for External Works -Construction** that is approved by DTP prior to construction commencing.

The construction of road works **must not** commence until **Consent for Works** has been signed and accepted by both DTP and the Developer/Council, a **Traffic Management Memorandum of Authorisation (MoA)** has been provided by DTP, and the Developer/Council has received a **Notification of Commencement of Work** from DTP. Complex projects may also require a **Communications Plan** to be accepted by DTP.

### **Traffic Management Memorandum of Authorisation**

A Developer/Council must receive a **Traffic Management Memorandum of Authorisation (MoA) [\[click here\]](#)** from DTP before it commences work on the road network. A MoA provides the Developer/Council with the right to deploy temporary traffic management devices to support their work on the road network at a certain location for a certain amount of time. A MoA is issued following the Developer/Council's submission of an acceptable **Traffic Management Plan** containing

an analysis of the expected impact of the works, and actions to mitigate those impacts.

### **Communications Plan**

Depending on the impact of works to the community and landholders, DTP may require the Developer/Council to arrange for suitable community and stakeholder consultation. In this instance, DTP will require the Developer/Council to prepare **Communications Plan** for DTP review outlining what, when and how engagement will be undertaken.

The Developer/Council is responsible for advising the community and stakeholders of any possible impacts in keeping with its approved Communications Plan.

### **During Construction**

The Developer/Council is responsible for delivery of works according to its approved Detailed Design, and in accordance with all requirements placed on it through the Consent for Works, MoA, and Communications Plan.

**Developers are advised that it is their responsibility to ensure that their works meet the requirements of their Planning Permit.**

The Developer/Council is considered to perform the function of project manager for the works. The project manager is responsible for ensuring the site is managed safely and meets all OH&S regulations. The Developer/Council is responsible for all claims for damage during their time of occupation of the road network.

For its own quality assurance purposes, DTP may conduct surveillance of the works as they are delivered by the Developer/Council and will observe any deviations from DTP requirements. However, the responsibility for confirming the works meet DTP requirements still rests with the contractor/developer. DTP will require the

Developer/Council to notify, remedy or discuss any deviations from the requirements placed on it for the construction of works.

Developers/Council should verify with DTP their responsibilities to connect power to any works. DTP advises that the timing of power connection is outside of DTP's control and at times could take anywhere between 3-8 months for works to be completed.

## Completion

The Developer/Council must notify DTP when it considers that it has reached a point where it has satisfied all of DTP's requirements via a **Notification of Completed Works (Practical Completion)**. DTP will assess the works at this point and will provide a list of omissions and defects to the Developer/Council. Once DTP is satisfied that all defects and omissions have been remedied a portion of the financial security covering the project will be returned to the Developer/Council, along with a **Notification of Practical Completion**.

After Practical Completion has been reached, the works will enter the Damage Notice period, which may be between 12-24 months. During this time, DTP may require the Developer/Council to continue to remedy failures of the works for which it deems the Developer/Council is responsible. All damages will be registered in the Damages Register (which forms part of the Notification of Practical Completion)

At the conclusion of the Damage Notice period, the Developer/Council must complete a **Notification of Completed Works (Final Completion)**. If DTP considers that the works have reached Final Completion, it will issue a **Notification of Final Completion**. Upon issue of Final Completion, the remainder of any financial security will be returned to the Developer/Council.

## Fees Payable to DTP

Fees and charges that DTP applies are provided External Works page of the DTP website.

## Submission of Applications

Please follow instructions provided on the External Works website for submission of all Applications.

## Process Documentation

Below is a summary of the key documents exchanged between the Developer/Council and DTP during the process. DTP will also communicate with Developers/Councils via email/phone calls as required to complete reviews and as Applications progress through the process.

Document	Who prepares the document	Process Step
<b>Concept Plan</b>	Developer/Council	Planning Permit
<b>Application for External Works - Functional Design</b>	Developer/Council	Functional Design Review
<b>Application for External Works - Traffic Signal Plan (if required)</b>	Developer/Council	
<b>Notification of Functional Design Review Completion</b>	DTP	
<b>Traffic Signals Memorandum of Authorisation (if required)</b>	DTP	
<b>Application for External Works - Detailed Design</b>	Developer/Council	Detailed Design
<b>Consent for Works</b> (acceptance of final approved designs and requirements placed on the Developer/Council for the delivery of works)	DTP	
<b>Consent for Works</b> (signed by the Developer/Council)	Developer/Council	
<b>Application for External Works - Construction</b>	Developer/Council	Construction
<b>Traffic Management Plan</b>	Developer/Council	
<b>Traffic Management Memorandum of Authorisation</b>	DTP	
<b>Notification of Commencement of Works</b>	DTP	
<b>Notification of Works Completion - Practical Completion</b>	Developer/Council	Completion
<b>Notification of Practical Completion</b>	DTP	
<b>Notification of Works Completion - Final Completion</b>	Developer/Council	
<b>Notification of Final Completion</b>	DTP	

Note that an “updated” Application may be required at any of the steps noted above if elements of the Application require amendment.