TECHNICAL SERVICES [NM.0005]
Private Services in Road Reserve Application

Technical Services
Shire of Manjimup
PO Box 1 Manjimup WA 6258
Enquiries 9771 7740 or info@manjimup.wa.gov.au

APPLICABLE POLICY

This application and its requirements are governed by **Policy 9.1.13 - Private Services in Road Reserves.**

PRIVACY COLLECTION NOTICE
The Shire of Manjimup collects your personal information to process your request and provide services. We may disclose this information to relevant Shire staff, contractors, or other organisations where required to deliver services or meet legal obligations. This information is collected under the Local Government Act 1995 (WA) and other applicable laws. If you do not provide this information, we may be unable to process your request. For more information, or to access or correct your personal information, contact privacy@manjimup.wa.gov.au.

Important Information

- Submission of this application does not imply approval.
- Approval may be subject to assessment, inspection, applicable legislation, Shire policies, specifications and conditions.
- Additional information may be requested to assist in the assessment of this application.
- Incomplete applications may result in delays or the application being returned to the applicant.
- Please ensure all pages of this application and any required supporting documentation are submitted.

APPLICANT DETAILS

Applicant Name	
Company / Business Name	
ABN (if applicable)	
Postal Address	
Contact Number	
Email Address	

PROPERTY / SITE DETAILS

Street Number	
Lot Number	
Street Name	

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Town / Locality	
Property Owner (if different)	

APPLICATION DETAILS

Bond Refund Details	
Bond Refund Preference	☐ Cheque ☐ EFT
Bank Account Name (for EFT refunds)	
BSB	
Account Number	

Details of Proposed Works

Location of Proposed Works: *Include road names, distance to nearest crossroads, attach map if required:*

Does the excavation work affect any of the following?

☐ Roads ☐ Verge ☐ Crossovers
☐ Street Trees ☐ Footpath ☐ Underground Services

FEES AND CHARGES (2026-2027)

Description	**Fee**
Application Fee	$230
Refundable Road Reserve Bond	From $1250
Note: A bond is payable prior to the commencement of works. Bond amounts will be assessed by the Shire according to the nature, extent and risk associated with the proposed excavation works.	

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APPLICANT DECLARATION

☐ I declare that the information provided in this application is true and correct, that all required supporting documentation has been included, and I acknowledge that submission of this application does not imply approval. I understand that the Shire may request additional information to assist in assessing this application.

Applicant Signature	
Name	
Date	

Conditions of Approval for Excavation within Road Reserves

These conditions must be read in conjunction with:

- Utility Providers Code of Practice for Western Australia (2019)
- Reinstatement Specification for Local Governments in Western Australia (2002)

1. Approval Required
   No works are to commence until a Road Reserve Excavation Permit has been approved by the Manager Technical Services or their delegate.
2. Fees and Bond
   Applicable fees and the required reinstatement bond must be paid prior to commencement of works.
   A minimum bond of $1,250 applies. Higher bond amounts may be required depending on the nature and extent of the proposed works.
   The bond will be retained for a minimum period of 12 months following completion of works.
3. Traffic Management
   A Traffic Management Plan (TMP) prepared by an accredited person must be submitted to the Shire at least 21 days prior to commencement of works.
   The TMP must comply with:
   - AS 1742.3;
   - Main Roads WA requirements; and
   - Any other applicable legislation, standards or codes of practice.
4. Notification of Residents
   Affected residents must be notified of the proposed works at least 21 days prior to commencement.
5. Compliance Requirements
   The applicant must comply with all applicable legislation, regulations, local laws, policies and permit conditions.
6. Underground Services

The applicant is responsible for locating, protecting and avoiding damage to all existing services prior to commencing works, including but not limited to:

- Power;
- Telecommunications;
- NBN;
- Stormwater; and
- Sewer infrastructure.

Use of Before You Dig Australia is recommended.

7. Vegetation
   No vegetation is to be removed without prior approval.
   Where native vegetation is affected, approvals may also be required from the Department of Water and Environmental Regulation (DWER).
8. Excavation Near Trees
   The Shire must be contacted before any excavation is undertaken within three metres of a tree located in a road reserve.
9. Incidents and Damage
   Any incidents, irregularities, unforeseen issues or damage occurring during the works must be reported to the Shire immediately, together with proposed remediation measures.
10. Service Identification
    The applicant must install marker posts identifying the location of private services within the road reserve.
11. Responsibility for Damage
    The applicant is solely responsible for any damage arising from the approved works to:
    - Shire infrastructure;
    - Underground services; or
    - Private property.
12. Duty of Care
    Persons undertaking works on or adjacent to a trafficable road have a duty of care to take all reasonable measures to protect workers and members of the public from harm.
13. Ongoing Maintenance
    The Shire accepts no responsibility for the operation, maintenance or repair of private services installed within the road reserve.
    Responsibility remains with the applicant and/or asset owner.
14. Defects Liability
    A defects liability period of 12 months applies to all works, or until defects are rectified to the satisfaction of the Shire.
    The Shire may retain all or part of the bond until rectification works have been completed.
15. Bond Refund
    Following completion of works, the applicant may request the return of the bond.
    The Shire will inspect the works and, where works are satisfactory and safe, arrange the return of the bond.

Where deficiencies are identified, the applicant will be advised in writing of the required rectification works.

Restoration and Reinstatement Specifications

General

The applicant is responsible for reinstating all affected roads, crossovers, footpaths and verges at their own cost, in accordance with:

- Utility Providers Code of Practice for Western Australia (2019); and
- Reinstatement Specification for Local Governments in Western Australia (2002).

Backfill Materials

Road Crossings

Approved backfill material must be used for the full trench depth, except for the upper 300 mm which must consist of gravel or crushed rock road base with a maximum aggregate size of 19 mm.

Driveway Crossings

Driveway trenches must be backfilled in accordance with road crossing requirements, with a minimum 200 mm upper layer of gravel road base.

Adequate compaction must be achieved to prevent future settlement.

Footpaths

Footpath trenches must be backfilled using clean sand or other material approved by the Manager Technical Services.

No road base is required unless otherwise directed.

Road Shoulders and Formations

On kerbed roads, gravel must extend at least 0.5 metres beyond each edge of the bitumen.

On unkerbed or unsealed roads, gravel must extend across the full road formation width.

Concrete Reinstatement

Where concrete reinstatement is required:

- Footpaths and residential areas must be reinstated using 100 mm concrete.
- Driveways must be reinstated using 150 mm reinforced concrete with mesh.
- Concrete must achieve 32 MPa strength with a 75 mm slump.
- The excavation must be inspected by the Shire before concrete is poured.

Verge Compaction / Reinstatement

All areas around installed services must be compacted by hand for a minimum depth of 150mm above the crown of the pipe.

Remaining backfill must be placed and compacted in maximum 300 mm layers.

Compaction requirements are:

- Minimum 95% of Maximum Dry Density for verge areas.
- Minimum 98% of Maximum Dry Density for road base pavement in accordance with AS 1289.5.4.1 (2007).

Verges must be restored to their original levels, compacted to match surrounding ground conditions, and left clean, safe and free of debris.

OFFICE USE ONLY

Item	**Details**		
Record Number		Date Received	
Receiving Officer			
Fee Paid: ☐ **Application Fee** ☐ **Refundable Bond**		Receipt Number	
Notice of Completion Received	☐ **Yes** ☐ **No**		
Backfill inspected by			
Defect Inspection completed by			
Works Required	☐ **Yes** ☐ **No**		
Refund Full Bond Amount:	☐ **Yes** ☐ **No**		
Type of Works Required:			
Payment Request Complete:	☐ **Yes** ☐ **N/A**		
Approval Signature			
Position			
Date			

Document Control			
Document Responsibilities:			
Officer:	Technical Services – Administration Officer	**Officer Business Unit:**	**Infrastructure Services**
Reviewer:	Technical Services - Manager	**Decision Maker:**	Chief Executive Officer
Document Management:			
Review	In accordance with Policy review requirements	**File No.**	F161533

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