



SHIRE OF  
**MANJIMUP**

## Private Services in Road Reserve Excavation Request Form

This application must be completed prior to commencement of any works, and payment of bond is required in accordance with the current Schedule of Fees and Charges.

<b>1. Property this application relates to</b>			
Unit No:	Street No:	Lot No:	Postcode:
Street Name:		Suburb:	
<b>2. Property Owner Details</b>			
Name:		Phone:	
Postal Address:			
Email:			
Estimated start/completion date:			
<b>3. Bond Refund Details</b>			
Bond Refund Preference: <input type="checkbox"/> Cheque <input type="checkbox"/> EFT			
<b>Bank Details for EFT Bond Refund</b>			
BSB:			
Account Number:			
Account Name:			

<b>4. Details of Proposed Works</b>
Description of Proposed Works:

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

Does the excavation work affect any of the following?			
<b>Roads</b>		<b>Verge</b>	
<b>Crossovers</b>		<b>Street Trees</b>	
<b>Footpath</b>		<b>Underground Services</b>	

Permission is hereby granted for the private services in road reserve excavation permit at the above location subject to the attached conditions.

Office Use Only	
Approved By:	Date:
Bond Amount:	Receipt #:
Notice of Completion Received	Date:
Backfill Inspected By:	Date:

Defect Inspection Completed By:	Date:
Works Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated Cost: \$
Type of Works Required:	
Refund Full Bond Amount: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Approval Signature:	Date:
Payment Request Complete: <input type="checkbox"/> Yes <input type="checkbox"/> N/A	

## **Conditions of Approval for Excavation within Road Reserves**

The following conditions should be read in conjunction with the **Utility Providers Code of Practice for Western Australia (2019)**, **Restoration and Reinstatement Specification for Local Governments in Western Australia (2002)**.

### **General Conditions**

1. No works shall commence on site until the permit request form attached to these conditions has been completed by the contractor and has been granted by Manager of Technical Services or their Representative.
2. Reinstatement Bond shall be payable upon approval and prior to commencement of works. The bond will be retained by the Shire for a period of 12 months from completion of works. The bonds payable are as follows –
  - **Excavation less than 20m      \$ 1200**
  - **Excavation greater than 20m    \$ 100 per Linear Meter**
3. The contractor shall provide the Shire of Manjimup with a Traffic Management Plan, prepared to Australian Standard AS 1742.3, Main Roads WA Code of Practice and any other relevant code or regulation prepared by an accredited person at least 21 days prior to commencement of work.
4. The applicant/contractor shall advise affected residents of intended works at least 21 days prior to the commencement of works.
5. All laws and requirements including By-laws, local laws and Council policies shall be complied with at all times.
6. It is the applicants' responsibility to locate and protect all services including but not limited to underground power, telecommunications Inc. NBN, storm water and sewerage prior to commencement of the excavation works (The Shire recommends using 'Dial Before You Dig' to locate services).
7. No vegetation shall be removed without the prior approval of the Council, any proposal to remove native vegetation will require prior approval of the Department of Water Environment Regulations (DWER).
8. The Shire shall be contacted prior to any excavation taking place within three (3) metres of any trees base within the road reserve (verge).
9. In the event of any irregularities occurring, the Shire's Technical Services Department must be notified immediately and the intended remedial action for rectification.

10. The applicant shall install marker posts to indicate location of the private services within the road reserve.
11. Any damages which may occur to Shire's Infrastructure, Underground Services, or private property during the course of the road excavation repair, replacement or legal claim shall be the sole responsibility of the applicant.
12. Anyone carrying out operations on a trafficable road has a duty of care under Common Law to take all reasonable measures to prevent accident or injury to persons carrying out the operations and to members of the public lawfully using the road.
13. The Shire accepts no responsibility for the maintenance and operation of the private services within the road reserve. It is the applicants' responsibility for on-going maintenance or repair of the private services.
14. A 12 month defect liability period shall apply to any excavations within the road reserve OR until defects are rectified to the satisfaction of Manager Technical Services or their representative. The Shire reserves the right to withhold Bond for the duration of the defects liability period where there is cause to believe the reinstatement or construction works have not been satisfactorily completed.
15. The Applicant shall contact the Shire for return of bond after the completion of works. The Manager Technical Services or their Representative will inspect the works and once deemed complete and safe the Applicant shall receive their bond refund within 21 days after approved inspection. If the works are not deemed complete and safe, the Manager Technical Services or their Representative will advise the applicant in writing of the required works to be completed.

## **Restoration And Reinstatement Specification For Backfill of Trenches**

Reinstatement of the road surface, crossovers and footpaths shall be undertaken by the Applicant, at their expense in accordance with the following documentation:

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

### **MATERIALS**

Only approved material may be used as backfill for road crossings for the full depth except for the upper 300mm which shall consist of gravel or crushed rock road base, evenly graded with a maximum aggregate size of 19mm.

Materials for backfilling trenches across driveways and compaction specifications shall be the same as for road crossings, with the minimum depth of upper gravel layer being 200mm. Adequate compaction must be achieved to prevent road defects.

Materials for backfilling trenches across footpaths shall be clean sand or other material approved by the Manager Technical Services to be brought up to the full depth of the trench. No road-base need be used.

On kerbed roads the gravel must be continued out past the edge of bitumen by 0.5m on either side and on unkerbed and unsealed roads the gravel must be extended to the full formation width.

For reinstatement works using concrete the following shall apply:

- 100mm deep concrete construction for residential areas including footpaths and 150mm with mesh for driveways.
- Concrete mix 32MPa with 75mm slump
- **Excavated site to be inspected by shire staff before concrete is poured.**

### **Verge Compaction / Reinstatement**

Before the verge backfill is commenced, all manholes and spaces around the utility installed shall be carefully compacted with hand rammers. The minimum depth of initial hand compaction above the crown of the pipe shall be 150mm.

Compaction of the remaining backfill shall be in 300mm layers. Maximum compaction shall be achieved by mechanical means to a density of not less than 95% of the maximum dry density and road base pavement shall be compacted to 98% of the maximum dry density when tested in accordance with Australian Standard AS1289.5.4.1 (2007).

Verges shall be backfilled to their original level and compacted equivalent to surrounding virgin ground or as required by the Manager Technical Services. Verges to be left in a clean and tidy condition free of debris.