



Vehicle Crossing Permit summary and Conditions

Permit summary

This permit approves the siting and design of a new or modified vehicle crossing within the City of Melbourne. The permit is also our Consent for works to install or modify the vehicle crossing.

As a permit holder, your key responsibilities are to ensure:

- all works conform to the *Road Management Act 2004* and all conditions of this permit
- the safety of road users and the protection of our assets
- approved closures comply with those shown in TMPs forming part of this permit
- all vehicles not actively engaged in the works in progress are legally parked
- permanent reinstatement works are completed within two months of temporary reinstatement, to our satisfaction and in accordance with our standards.

This summary is subject to any requirements or conditions set out during the application process and subject to the full conditions set out in this permit. We encourage you to take a few moments to read the **full conditions**, as these will impact the conduct of your activities and help you avoid a fine, delays or cancellation of the permit.

You can visit our website for more information on [vehicle crossing permits](#)¹.

¹ melbourne.vic.gov.au/building-and-development/planning-and-building-services/construction-development/road-works-driveways-drainage/Pages/vehicle-crossings-driveways-crossovers.aspx

Permit Conditions

Any 'Consent for works' (Consent) issued by the City of Melbourne is always subject to the following conditions.

"we", "us", "our" and "Council" refers to Melbourne City Council, "you" and "your" refers to the Works Manager.

You and your employees, agents and volunteers are also required to comply with all relevant legislation and conditions that form part of this and any associated permit or approval. This Consent also forms the requirements of a permit for the purposes of the Melbourne City Council Activities Local Law 2019.

Activity

The whole works operation must be carried out on the road reserve in accordance with the *Road Management Act 2004* and all conditions set out in the Consent to ensure maximum safety of road users at all times and the protection of our assets. Authorised Officers will be conducting regular audit of works and issue infringements to individuals or corporations should any offences be found.

Compliance

1. You must keep a copy of the Consent and associated documents on the work site at all times and upon request produce it to any Authorised Officer of the Council or member of Victoria Police.
2. You must comply (and are responsible for compliance by your employees, agents and volunteers) with these conditions and all legislation, regulations and standards, including but not limited to:
 - a. [Road Management Act 2004](#)², [Road Management \(Works and Infrastructure\) Regulations 2015](#)¹ and [Code of Practice Management of Infrastructure in Road Reserves](#)³
 - b. [Road Safety Act 1986](#)¹ and [Road Safety \(Traffic Management\) Regulations 2019](#)¹
 - c. [Australian Standard 1742.3:2009 - Traffic control for works on roads](#)⁴
 - d. [Environmental Protection Authority Victoria](#)⁵ (EPA)
 - e. [Activities Local Law 2019](#)⁶
 - f. City of Melbourne [Standard conditions for Traffic Management Plan approvals](#)⁷, [Tree Retention and Removal Policy](#)⁸, [Tree protection](#)⁹ and [Engineering Standard Drawings](#)¹⁰
3. To the extent of any inconsistency between these conditions, regulations and the law, the law prevails, then these standard conditions.
4. You must inform us of any breach of these conditions, regulations or the law immediately, or if not possible such as in the event of an emergency, within 48 hours.
5. You must not leave any materials, plant or machinery in "No Stopping" areas, particularly outside any permitted road closure times.

² www.legislation.vic.gov.au/

³ www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S117.pdf

⁴ www.standards.org.au/standards-catalogue/sa-snz/other/ms-012/as--1742-dot-3-colon-2019

⁵ www.epa.vic.gov.au/

⁶ melbourne.vic.gov.au/residents/local-laws-permits/Pages/local-laws.aspx

⁷ melbourne.vic.gov.au/sitecollectiondocuments/traffic-managment-plan-standard-conditions.pdf

⁸ melbourne.vic.gov.au/SiteCollectionDocuments/Tree_Retention_and_Removal_Policy.pdf

⁹ melbourne.vic.gov.au/community/greening-the-city/tree-protection-management/pages/tree-protection.aspx

¹⁰ melbourne.vic.gov.au/building-and-development/standards-specifications/Pages/engineering-standard-drawings.aspx

6. [Road Safety Road Rule](#)¹¹ 310(1)(a) provides exemption from parking conditions only where it's impracticable to park the vehicle legally (for example, where the vehicle is actively engaged in the works in progress). The exemption doesn't apply where vehicles are used to transport workers or equipment to and from a site.

Other approvals which may be required before works commence

7. A [Traffic Management Plan](#)¹² (TMP) must be prepared for all works on roads in accordance with the [Code of Practice for Worksite Safety – Traffic Management](#)¹³. The TMP is submitted as part of the Consent application and must be available onsite for inspection at all times when workers are present. All control devices to be used must be included on the TMP.
8. The TMP must clearly outline the areas required for storage of essential vehicles, machinery storage or clear space, including areas remote from where works are occurring.
9. All vehicles not actively engaged in the works must be legally parked in accordance with parking signs. A [Reserved Parking permit](#)¹⁴ is required for any vehicles that will need to be parked for longer than the time indicated on parking signs.
10. You must comply with any approved closures shown in TMPs forming part of this Consent.
11. Reserved Parking permits must be paid before the works commence. Unpaid permits may result in parking or Local Law infringements being issued.
12. Works on non-arterial roads must be undertaken in accordance with the hours set out in this Consent.
13. VicRoads set the working hours and installation conditions for works on freeways and arterial roads. All works on arterial roads shall have a traffic management plan [approved by VicRoads](#)¹⁵.
14. Trees managed by us must be protected during any construction activities in accordance with the Australian Standard for the Protection of Trees on Development Sites (AS 4970-2009) and our [Tree Retention and Removal Policy](#)¹⁶. If you are proposing to do any works within the Tree Protection Zones you must get approval from our Arborist before commencing service installation or construction. To get in contact with an Arborist, call our Urban Forest & Ecology Team on (03) 9658 9658 or email trees@melbourne.vic.gov.au
15. A Tree Protection Plan is required for works within the tree protection zone to provide clear work instructions and protection measures to ensure the health of our trees is not affected. You are required to contact our Arborist at least seven days prior to works commencing to arrange a site inspection and get your tree protection plan approved. [A guide to Tree Protection](#)¹⁷ can be found on our website.
16. All permeable areas (i.e. grassed or gravel median strips or tree plots) within the Tree Protection Zone must be excluded from construction activities for the duration of works. Temporary fencing or barricades as approved by our Arborist must be installed to protect the area and to prevent entry, ground compaction and storage of materials and equipment. If any of these areas have existing hard surfacing (i.e. concrete or asphalt), they do not require exclusion during works, unless there are plans to remove or alter these hard surfaces. In these circumstances no impacts to the exposed areas of any tree plot must occur.
17. Where any machinery is to be used within 3 meters of the tree trunk or main lateral branch, protection as specified by our Arborist is required in addition to Tree Protection Zone fencing or barricades in accordance with AS 4970-2009, Section 4.5.2.

¹¹ www.legislation.vic.gov.au/

¹² melbourne.vic.gov.au/parking-and-transport/roads/Pages/traffic-management-plans.aspx

¹³ www.vicroads.vic.gov.au/about-vicroads/acts-and-regulations/road-management-act-regulations-and-codes/codes-of-practice-under-the-road-management-act

¹⁴ melbourne.vic.gov.au/parking-and-transport/parking/parking-permits/parking-business-special/Pages/parking-for-business-and-special-events.aspx

¹⁵ www.vicroads.vic.gov.au/business-and-industry/design-and-management/working-within-the-road-reserve

¹⁶ melbourne.vic.gov.au/SiteCollectionDocuments/Tree_Retention_and_Removal_Policy.pdf

¹⁷ melbourne.vic.gov.au/sitecollectiondocuments/tree-protection-fact-sheet-service-contractors.pdf

18. Permits are required for any [hoarding, scaffolding, gantry](#)¹⁸, [construction parking zone](#)¹⁹, [concrete pump](#)²⁰, [crane](#)²¹, [public space occupation](#)²² and [out of hours work](#)²³. You must quote the Consent number when applying for these permits.
19. A [Skip permit](#)²⁴ is required for any skip, bin or container placed on the road.
20. You must not interfere with in-ground parking sensors and will be liable for any costs associated with their damage. Where installed, sensors are located in the middle of each parking bay approximately 50 mm below the surface. You must contact us on (03) 9658 9658 at least seven days prior to excavating in these areas to arrange for the sensors to be removed. Approximate sensor locations will be shown on 'Dial-Before-You-Dig' documentation and can be found on our website at [On-street Parking data](#)²⁵
21. If traffic detector loops or associated cables/conduits have to be saw cut for installation of services, you must advise VicRoads prior to works commencing. Reinstatement shall be arranged at your cost, to the satisfaction of VicRoads.
22. You must not interfere with, remove or impede access to any [garbage compactors](#)²⁶, recycling hubs, commercial or fixed waste bins. You must not place any road diversion barrier, signage, fencing, gantry, scaffolding, hoarding or any other temporary structure within one metre of any of these compactors or bins. You must contact us on (03) 9658 9658 at least seven days prior to excavating in laneways where a waste compactor or recycling hub is located or if you need to arrange the temporary removal of our bins.

Stakeholder management

23. Written notification must be sent to all individual property occupiers affected by the works at least five business days prior to works commencing. Notification must include:
 - a. type of works being undertaken
 - b. expected hours of operation and dates when works will occur for the duration of the project
 - c. project supervisor's name and contact telephone numbers (including business and after hours)
 - d. the name of the company/contractor
24. Portable freestanding signs must be located at the work site for the duration of works, displaying the company name and contact telephone numbers (business and after hours) for public enquiries.
25. Access must be provided for the servicing of abutting properties, or suitable arrangements made with the occupiers. You must meet any reasonable access requirements that they may have.
26. Noise emanating from the works must not exceed the noise control guidelines prescribed by the [EPA](#)²⁷.

¹⁸ melbourne.vic.gov.au/building-and-development/planning-and-building-services/construction-development/occupy-public-space/Pages/hoardings-gantries-scaffolds.aspx

¹⁹ melbourne.vic.gov.au/building-and-development/planning-and-building-services/construction-development/occupy-public-space/Pages/construction-permit-zone.aspx

²⁰ melbourne.vic.gov.au/building-and-development/planning-and-building-services/construction-development/occupy-public-space/Pages/concrete-pump.aspx

²¹ melbourne.vic.gov.au/building-and-development/planning-and-building-services/construction-development/occupy-public-space/Pages/crane-public-space.aspx

²² melbourne.vic.gov.au/building-and-development/planning-and-building-services/construction-development/occupy-public-space/Pages/occupy-public-space-construction.aspx

²³ melbourne.vic.gov.au/building-and-development/planning-and-building-services/construction-development/Pages/out-of-hours-works-private-land.aspx

²⁴ melbourne.vic.gov.au/building-and-development/planning-and-building-services/construction-development/Pages/skips-bins-containers-on-road.aspx

²⁵ melbourne.vic.gov.au/about-council/governance-transparency/open-data/pages/on-street-parking-data.aspx

²⁶ melbourne.vic.gov.au/business/waste-recycling/pages/garbage-compactors-recycling-hubs.aspx

²⁷ www.epa.vic.gov.au/

27. The stakeholders listed below must be contacted as required:

For works	Contact	Conditions
For all works that may impede response times, access to boosters/hydrants in buildings, access to critical infrastructure (hospitals, aged care, MCG etc).	Police - call (03) 9247 5714 Metropolitan Fire Brigade - call 1300 811 639 Ambulance Victoria - call (03) 9090 5901 Click here to send a notification to all of the above	24 hours' notice before works commence.
All works within the Tree Protection Zone.	Urban Forest & Ecology - call (03) 9658 9658	Seven days' notice for an inspection prior to works.
All works occurring in parking areas with in-ground sensors.	City of Melbourne - call (03) 9658 9658 to remove in-ground sensor	Seven days' notice to arrange removal prior to works.
All works on freeway and arterial roads.	Go to the VicRoads website www.vicroads.vic.gov.au for more information or call (03) 9313 1143	Seven days' notice as consent may be required.
All works impacting public transport or occurring on VicTrack and Yarra Tram assets may require consent.	VicTrack - call (03) 9619 8850 Yarra Trams Permit - call (03) 9619 2324 Yarra Trams TMP - call (03) 9619 2324 Click here to send a notification to all of the above	Minimum of seven days' notice as consent may be required prior to works commencing.
All works, road closures and events happening on Exhibition Street and Batman Avenue	Linkt (Citylink) - call the Permits – Operations Administration on (03) 8656 8680 or email cmlpermittowork@transurban.com	Minimum of seven days' notice as consent may be required prior to works commencing.
All works in the central city that interferes with or impedes access to a garbage compactor, recycling hubs, commercial or City of Melbourne waste bin. Full list of garbage compactors and recycling hubs ²⁸ in laneways	Email the Waste Standards Team at waste.recycling@melbourne.vic.gov.au or call (03) 9658 9658	Minimum of seven days' notice to the Waste Standards Team. Businesses, residents and waste companies who store waste bins within the central city require five days' notice to ensure access and servicing can be maintained.
All planned works occurring within the City of Melbourne municipality.	Email Events Melbourne at events@melbourne.vic.gov.au or call (03) 9658 9658	Seven days' notice before works commence.
Digging in grassed areas, parkland and nature strips	Call Serco on (03) 8417 9700	48 hours' notice before works commence.
All works, road closures and events happening on Southern Cross Station Footpaths or affecting access to the station	Southern Cross Station – call (03) 9619 1699 Visit Public Transport Victoria ²⁹ - call 1800 800 007	48 hours' notice before works commence.
For works	Contact	Conditions
All works, road closures and events happening around Ikon Park, particularly Royal Parade and Elizabeth Street	Ikon Park (Princes Park) - call (03) 9387 1400 or email blues@carltonfc.com.au To find out when events are on, go to https://austadiums.com/stadiums/stadiums.php?id=84	Works are not permitted on event days. 48 hours' notice before works commence.
All works, road closures and events happening around Marvel Stadium, including Spencer Street and Wurundjeri Way	Marvel Stadium - call (03) 8625 7700 or email information@marvelstadium.com.au To find out when events are on, go to https://marvelstadium.com.au/	Works are not permitted on event days. 48 hours' notice before works commence.
All works, road closures and events happening around the MCG, particularly Flinders Street, Brunton Avenue and Punt Road	Melbourne Cricket Ground - call the Security Control Room on (03) 9657 8881 or email security@mcc.org.au To find out when events are on, go to https://www.mcg.org.au/	Works are not permitted on event days. 48 hours' notice before works commence.
All works, road closures and events happening around Rod Laver, Hisense Arena and Melbourne Park, particularly Swan Street, Flinders Street and Batman Avenue	Call (03) 9286 1600 to speak to Melbourne Park, Hisense Arena and Rod Laver Area. To find out when events are on, go to, https://melbournepark.com.au/ https://melbournearena.com.au/ https://www.rodlaverarena.com.au/	Works are not permitted on event days. 48 hours' notice before works commence.

Infrastructure conditions

28. Before any vehicle load travels over a kerb, a temporary ramp must be placed to protect the kerb and channel. The ramp must allow free stormwater flow and provide safe environment for road users.
29. Minimum depth of cover for underground services must comply with the [Road Management Act 2004 – Code of Practice Management of Infrastructure in Road Reserves](#)³⁰ - Table A5: Depth of cover requirements for underground utility infrastructure. The installed type/class of pipes/conduits must meet with relevant regulations and industry standards. The relevant authority is responsible for the management of its assets within the road reserve.
30. Works must not interfere with any drainage infrastructure including surface drains. All underground infrastructure installed as part of your works must maintain a minimum offset to our underground drainage assets in accordance with the [Road Management Act 2004 – Code of Practice Management of Infrastructure in Road Reserves](#)³¹ - Table A4: Clearances between utility infrastructure.
31. The installation of temporary steel plates over any part of the works require the provision of a ramp down from the edges of the plate at a maximum grade of 1:8 using cold mix asphalt or other approved material to ensure there is no trip point. Plates are to be restrained at all times. Plates must be managed in accordance with best practice and include suitable slip-resistant coatings painted bright yellow colour. You are responsible for the ongoing maintenance of plates. Plates must be removed from the site when not required and never stored on road surfaces.
32. Pits within the road reserve must be constructed using reinforced concrete or other approved material and be fit for purpose. Pit covers must be suitable for Highway Class loading. Pit covers located within footpaths must be no less than class B or class D if located within roads. Pit covers and any exposed concrete must have:
 - a. a charcoal coloured finish (unless the footpath is concrete when the colour shall be matched to surrounds);
 - b. a non-slip surface;
 - c. the pit inscribed with the owners name and or logo and purpose of the pit.
 - d. Charcoal colour shall be blended into the concrete mix and not be a render on the surface. Pit covers and surrounds shall be constructed flush with the adjoining pavements and/or grassed areas.
33. Works in a [Heritage area](#)³² affecting bluestone kerb, edging, gutterstones or other bluestone infrastructure must ensure the existing bluestone is reused in the reinstatement of the area. The existing bluestone must be free from damage. New sawn bluestone is not acceptable as a replacement material.
34. You must contact the relevant authority for works adjacent, through or near other authorities' assets or services and make appropriate arrangements.
35. Maximum trench open at any one time is not to exceed 30 metres.
36. Installation of conduits/services under pavements, through existing pedestrian/pram ramps or vehicle crossings must be undertaken by boring whenever possible.
37. Protective bog mats must be used for vehicles travelling off hard surfaces onto mulch or grass through parks, medians or nature strips.
38. Roadworks in the central city must be completed before December. Works in December must be re-scheduled.

²⁸ melbourne.vic.gov.au/business/waste-recycling/pages/garbage-compactors-recycling-hubs.aspx

²⁹ www.ptv.vic.gov.au/footer/customer-service/contact-us/

³⁰ www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S117.pdf

³¹ www.gazette.vic.gov.au/gazette/Gazettes2016/GG2016S117.pdf

³² melbourne.vic.gov.au/building-and-development/heritage-planning/Pages/i-heritage-database.aspx

Reinstatement of infrastructure

39. You must complete permanent reinstatement works within two months of temporary reinstatement. The works must be completed to our satisfaction. Our standards for reinstatement works are listed below:
- a. Our [Engineering Standard Drawings](#)³³ show the detailed information required for the reinstatement of any infrastructure.
 - b. Backfilling material for any trenches or excavation in paved areas to be Class 2 crushed rock placed in 150 mm layers compacted to 95% modified compaction. Pavement disturbed by the works to be reinstated to the same profile as existed.
 - c. Reinstatement of road pavement to be in accordance with our Standard Asphalt Road Pavement Construction Details, [specification plan 1P 50405A](#)³⁴. For any trenches through roads with concrete base the old concrete is to be tied to the new concrete with R16 rods, 300 mm long, placed centrally and 150 mm into the existing slab at 450 mm centres. The rods are to be tied to the reinforcement.
 - d. Reinstatement of bluestone footpath, kerb and channel must be done in accordance with our construction details [1P 50402](#)³⁵ and [1P 50406](#)³⁶. All bluestone materials must be purchased from our approved suppliers. The approved list of bluestone suppliers is provided in the Appendix D of our [Technical Specification for Sawn Bluestone Paving](#)³⁷, kerbing and gutterstone materials. Reinstatement of bluestone footpath must include the replacement of the bluestone pavers and dowelling of new concrete base into adjoining base course. All concrete to be reinforced with SL72 mesh and the mesh must be tied to dowels.
 - e. Reinstatement of asphalt or concrete footpath to be in accordance with our Standard Footpath Pavement construction details, [specification plan 1P 50405B](#)³⁸. Please provide a 100 mm x 25 mm treated timber plinth on the edge of the footpath adjacent to the nature strip.
 - f. Reinstatement of asphalt road with concrete base and drainage in accordance with our standard construction details [1P 50518](#)³⁹ and [1P 50519](#)⁴⁰.
 - g. Temporary reinstatement of excavated footpath in the central city and activity centres is to be undertaken in hot mix asphalt until permanent reinstatement is arranged.
 - h. Trenches created through vehicle crossings to be reinstated with the same material that existed in accordance with Engineering standard drawings, to the satisfaction of crossing owners.
 - i. The full width of the coloured surface of any bus or bicycle lane affected by the works to be reinstated to its original condition.
 - j. Any damaged grass or vegetation must be reinstated to its original condition and watered until it is established as agreed by the Parks and City Greening Branch.
 - k. Damaged turf within parks and grassed areas or nature strips is to be replaced with instant Kikuyu turf unless otherwise agreed by Parks and City Greening Branch.
 - l. Where works require the removal of brass plaques from the footpath, the plaques must not be damaged and must be reinstated in the same location.
 - m. Where footpath or road pavements have been resurfaced or reconstructed in the last 12 months, the full width of the footpath or each roadway lane affected by the works must be resurfaced.

³³ melbourne.vic.gov.au/building-and-development/standards-specifications/Pages/engineering-standard-drawings.aspx

³⁴ melbourne.vic.gov.au/SiteCollectionDocuments/drawing-50405a-asphalt-road-pavement-construction.pdf

³⁵ melbourne.vic.gov.au/SiteCollectionDocuments/drawing-50402f-bluestone-paving-construction.pdf

³⁶ melbourne.vic.gov.au/SiteCollectionDocuments/drawing-50406b-bluestone-kerb-channel-setting.pdf

³⁷ melbourne.vic.gov.au/SiteCollectionDocuments/bluestone-paving-technical-specification.pdf

³⁸ melbourne.vic.gov.au/SiteCollectionDocuments/drawing-50405b-footpath-pavement-construction-concrete.pdf

³⁹ melbourne.vic.gov.au/SiteCollectionDocuments/drawing-50518-asphalt-road-reinstatement-drainage.pdf

⁴⁰ melbourne.vic.gov.au/SiteCollectionDocuments/drawing-50519-asphalt-road-concrete-base-reinstatement-drainage.pdf

40. You must notify us via [City of Melbourne Services online](#)⁴¹ within 7 days of completing permanent reinstatement of works.
41. You are responsible for a defects liability period of 12 months commencing from the date of notification of final reinstatement. Any defects found within the 12 month period must be rectified by you within 14 days of receiving written notification.

Risk

42. You occupy and use the site at your own risk.
43. You indemnify and release Council from all liability arising from the use or occupation of the site or the conduct of your business by you or your agents, including:
 - a. any claim made by any person for injury, loss or damage arising in any manner
 - b. any loss or damage to any property belonging to you or other persons located in the vicinity of the site caused by you or your agents
 - c. any loss, damage, injury or illness sustained or incurred by you or your agents.
44. You must maintain a comprehensive [public liability insurance policy meeting our requirements](#)⁴² for the term of the Consent.

Change, including cancellation

45. On giving 14 days prior notice to you, we may in our absolute discretion, suspend, relocate, amend and/or cancel this Consent on such terms and for such reasons as we consider appropriate. Where we suspend, relocate, amend and/or cancel this Consent whether pursuant to this clause or otherwise, neither you nor any other person is entitled to any payment, compensation or damages from us of any kind whatsoever.
46. Any breach of the conditions, standards or the law whether or not caused directly by you may result in immediate suspension or cancellation of this Consent, or we may upon expiry of this Consent temporarily or permanently refuse to issue or offer any further Consent without recourse by you, including any claim for payment, compensation or damages.

Site-specific traffic conditions will be attached to the permit

⁴¹ <https://service.melbourne.vic.gov.au>

⁴² melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/Pages/public-liability-insurance.aspx