



**PYRENEES SHIRE COUNCIL**  
**ROAD EXCAVATION WORKS**  
**APPLICATION FORM**

*This application form is for persons who are seeking approval to perform road excavation within Council controlled Road Reserve.*

Your Name (please print) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Post code \_\_\_\_\_

Address of the works: \_\_\_\_\_

Post code \_\_\_\_\_

**You must submit:**

1. The application form and appropriate application fee, including the signed statement (overleaf)
2. Details of the road excavation works including the design, dimensions, construction technique and a site sketch and specifications of the works to be undertaken. The sketch should include the front boundary of properties, driveways, kerb and channelling, the footpath and public utilities (ie. Power poles, Telstra pits, etc). It should allow show measurements in metres between these items.
3. Details of the contractor who will be undertaking the road excavation works and a copy of their public liability insurance of not less than ten million dollars (\$10,000,000) will be required.
4. Evidence that the applicant has contacted and received "Dial Before You Dig" service information.
5. Payment of the fee associated with the permit application.

**Send your application to:**

Assets and Development Services

Pyrenees Shire Council

Municipal Office, 5 Lawrence Street

BEAUFORT, VICTORIA 3373.

Phone (03) 5349-1100

email [pyrenees@pyrenees.vic.gov.au](mailto:pyrenees@pyrenees.vic.gov.au)



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**Statement:**

1. I request permission from Pyrenees Shire Council for road excavation works as described within this application.
2. I have read and agree to comply with the conditions described in the document, *Pyrenees Shire Council Road Excavation Works Code of Practice*.
3. I agree to indemnify Pyrenees Shire Council against any claims in negligence or breach of contract relating to road excavation works that I have constructed and maintain. Whether such negligence or breach of contract is the consequence of the actions of Pyrenees Shire Council or the property owner.
4. I have attached a sketch of the proposed road excavation works, I have contacted "Dial Before You Dig" and have received all relevant service location information. This information is attached to my application.
5. I agree to maintain the road excavation works in a safe condition to the satisfaction of the Pyrenees Shire Council's Design and Assets Manager for a period of 3 months after the completion of road excavation works. If I fail to do so or a reasonable objection to the works raised by other, Council may, with due notice (ie. 28 days), undertake the works to modify the works at my expense.

**Details of Contractor undertaking the works:**

Name and Company  
Position.

\_\_\_\_\_

Company Name.

\_\_\_\_\_

Registered Company  
Address.

\_\_\_\_\_

Post Code

Company ABN.

\_\_\_\_\_

Telephone Number.

\_\_\_\_\_

Public Liability Insurance  
Company and Policy  
Number.

\_\_\_\_\_

Public Liability Insurance  
Sum.

*Note sum less than Ten Million Dollars (\$10,000,000) will not be accepted.*

\_\_\_\_\_

Public Liability Insurance  
Policy Expiration date.

\_\_\_\_\_

Copy of Policy Attached

Yes

No



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**Site Plan:**

Works Description: \_\_\_\_\_

\_\_\_\_\_

**Office Use only.**

Job Number \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Inspection Date \_\_\_\_\_

Inspector \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PYRENEES SHIRE COUNCIL



5 Lawrence Street, Beaufort 3373  
Phone: (03) 5349 1100  
Fax: (03) 5349 2068  
Email: [pyrenees@pyrenees.vic.gov.au](mailto:pyrenees@pyrenees.vic.gov.au)

## PAYMENT OPTIONS FORM

**(Please attach with your application)**

<b>Name:</b>			
<b>Property Address:</b>			
<b>Phone Number:</b>			
<b>Email:</b>			
<b>Department:</b>	<input type="checkbox"/> Building	<input type="checkbox"/> Planning	<input type="checkbox"/> Local Law
	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Other :	
<b>Description:</b>			
<b>Total Amount To Pay:</b>	\$		

### How would you like to pay?

<input type="checkbox"/> <b>Over the Phone by CREDIT CARD</b>	Our Customer Service team will call the phone number provided on this form to take your payment.
<input type="checkbox"/> <b>In Person by CASH, CHEQUE or EFTPOS</b>	Please bring your application and pay in person at Council's Beaufort Office or Avoca Information Centre.
<input type="checkbox"/> <b>Mail a CHEQUE</b>	Post your application and include a cheque payable to: Pyrenees Shire Council, 5 Lawrence Street, BEAUFORT Vic 3373.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE THAT YOUR APPLICATION CANNOT BE ASSESSED OR PROCESSED UNTIL PAYMENT HAS BEEN MADE IN FULL**