

Standard conditions for consent to temporary road or footpath closures

Any consent issued by City of Melbourne to temporarily close a portion of road or footpath are subject to the standard conditions outlined in the proceeding sections of this document. We may also specify additional conditions, depending on the type of works to be undertaken and the site conditions.

When the City of Melbourne's Infrastructure and Assets Branch consents to a temporary full or partial road or footpath closure, we require all applicants to also comply with all conditions that form part of any associated consent for works, road opening, out of hours and/or space occupancy permit issued by the City of Melbourne and any conditions required by Department of Transport or any other authority.

To facilitate prompt consent, applicants should also read the *Road Closure Approval Considerations* document available at [Traffic Management Plans](https://www.melbourne.vic.gov.au/traffic-management-plans)¹ before applying.

Notifications

- Before any works or road closures begin, the applicant must provide written notification to the occupiers of properties in the vicinity of the works, including those within surrounding streets and lanes. The applicant must be able to demonstrate, if necessary, to City of Melbourne's satisfaction that adequate efforts have been made to assist property occupiers in relation to the works.
- Consultation with all local properties affected by the closure must be undertaken prior to implementation. The access arrangements of all businesses, construction sites and local residents must be accommodated as required. Local access must be maintained at all times.
- As early as possible** before the commencement of the works, the applicant must notify all emergency services affected by the works, as follows:

Police	Victoria Police State Event Planning Unit	9247 5714	STATEEVENTS-OIC@police.vic.gov.au
Ambulance	-	-	roadclosures@ambulance.vic.gov.au
Department of Transport	Traffic Management Centre	1300 107 757	-
Melbourne Fire Brigade Headquarters	-	1300 811 639	-

- Twenty-four hours prior** to the commencement of works, notification should be given to City of Melbourne's Events Melbourne office on 03 9658 8008 and City of Melbourne's Customer Relations Branch on 03 9658 9658.
- The City of Melbourne Waste Standards Team is to be notified via email (waste.recycling@melbourne.vic.gov.au) prior to seeking agreement to the works if road closures are planned within any of the following locations:

Lacey Place	Market Lane	Warburton Lane	Sniders Lane
Bullens Lane	Brien Lane	Hardware Lane	Flinders Court

¹ <https://www.melbourne.vic.gov.au/traffic-management-plans>

		(CL1757)	
Balcombe Place	Coverlid Place	Carson Place	-
Caledonian Lane	Globe Alley	Masons Place	-

6. There may be Car Share spaces located in this area. The applicant must provide temporary replacement spaces for any Car Share spaces impacted by these works. It is the applicants' responsibility to notify any of the following relevant car share companies if the proposed closures affect a Car Share space.

GoGet 1300 769 389

George Pettifer george.pettifer@goget.com.au

Darcy Lechte darcy@goget.com.au 0427 713 623 Justin Passaportis **0401 511 384**

Flexicar 1300 363 780

Lauren Pisac 0407 554 658

Scott Hillstead 0435 939 590 lpisac@hertz.com

Kinto 1300 454 686

Russell Wang 0412 236 002 russell.wang@kinto.com.au

Sally Roose 0409 197 608 sally.roose@popcar.com.au

Popcar

Anthony Welsh 0419 240 817 AWelsh@popcar.com.au

Daniel Jamison djamison@popcar.com.au

Other Consents / Approvals that may be required

- Whenever required, the applicant must obtain approval for any hoarding, scaffolding, gantry erection, construction zones, concrete pump, crane, road opening, space occupancy and out of hours permits, by applying for the appropriate permits from [City of Melbourne's Site Services department](#)².
- Consent to temporarily close a section of the road or footpath does not constitute approval from Infrastructure and Assets to perform any excavation within either the footpath or adjacent carriageway. A separate road opening permit from the City of Melbourne's Infrastructure Team must be obtained for these works as per instruction of condition 7 above.
- All construction vehicles must be parked legally in accordance with parking signage once they exit the construction zone. Online applications for a reserved parking permit to occupy any on-road parking spaces on a local road or an arterial road necessary for the works can be made via [reserved parking permits](#)³ or alternatively via email at permits@melbourne.vic.gov.au.
- The City of Melbourne has in-ground parking sensors throughout the Central Business District. These sensors are located in the middle of each parking bay approximately 50mm below the surface. **You are required to contact the 'Parking and Traffic Compliance Coordinators' team on 03 9658 9658 or email complianceadmin@melbourne.vic.gov.au at least 7 days prior to occupying or excavating these areas to arrange for the sensors to be removed. Locations of the sensors can be found on**

² <https://eservices.melbourne.vic.gov.au/ePathway/Production/Web/Default.aspx?js=939716819>

³ <https://www.melbourne.vic.gov.au/reserved-parking-permits>

our Open Data website at [On-street Parking Bay Sensors — CoM Open Data Portal](#)⁴. Please note that the approximate location of the sensors will also be shown on 'Dial-Before-You-Dig' documentation.

11. All proposed work must comply with the City of Melbourne's Parks and Urban Design Branch's conditions as outlined in their [Tree Protection Fact Sheet](#)⁵. Should any works be closer than 4.5 metres to the face of any tree, approval for the works must be obtained from the City of Melbourne's Arborist Ph: 03 9658 8714 (during business hours) or Citywide TreeCare Ph: 0419 145 444 (after hours).

Local Access

12. Local access and egress for pedestrians and vehicles must be maintained at all times in all streets/laneways.
13. Access must be provided for all local businesses, off street garages and for the servicing of abutting properties, where applicable or suitable arrangements must be made with the occupiers.

Noisy Works

14. Noise emanating from the works shall not exceed 10 dB above background noise.
15. Noisy components of the works are supported only up until 10pm.

Pedestrians

16. Suitable pedestrian facilities must be provided to ensure pedestrians' safety at all times.
17. Footpaths should remain open at all times with minimum clear widths maintained in accordance with the following:
 - 1200mm in non-CBD areas
 - 1500mm within the CBD (unless the location is specified below)
 - 2000mm for Spring, Exhibition, Russell, Queen, William, King, Lonsdale and La Trobe streets
 - 3000mm for Spencer, Flinders, Swanston, Elizabeth, Collins and Bourke streets

If it is not possible to maintain the above clear widths, the applicant must either:

- a) have an appropriate pedestrian bypass (equivalent width as described above) or
- b) ensure other suitable pedestrian crossing facilities (e.g. signalised crossings, zebra crossings, etc.) are provided or
- c) have traffic controllers directly assisting pedestrians to the opposite footpath either side of the closure.

Note that out of the above 3 options a pedestrian bypass is the City of Melbourne's preferred option.

18. Temporary on-road pedestrian bypass must have appropriate barriers to protect pedestrians from live traffic. Appropriate temporary kerb ramps must also be provided to cater for the needs of people with limited mobility.
19. Parking is not permitted adjacent to the temporary on-road pedestrian bypass which must be signed as either 'No Stopping' or 'Construction Zone.'
20. The applicant must coordinate with other builders within the area to keep at least one footpath open at any given time.

⁴ <https://data.melbourne.vic.gov.au/explore/dataset/on-street-parking-bay-sensors/custom/>

⁵ <https://mvga-prod-files.s3.ap-southeast-4.amazonaws.com/public/2024-04/tree-protection-fact-sheet-contractors-service-providers.pdf>

21. At no time should pedestrians be permitted to pass underneath a crane during any lifting and slewing operations.

Cyclists

22. 'WATCH FOR CYCLISTS' signage should be provided to warn motorists of cyclists riding along the traffic lanes to pass the worksite. These signs must be placed well in advance of the approach to the worksite, to allow cyclists an opportunity to seek an alternate route or take extra precautions.
23. The use of 'END BICYCLE LANE' signage is not supported. We require bicycle lanes are either retained, accommodated temporarily into the adjacent traffic lane or if no other option is available then diverted around the work site.
24. A minimum 4.00 metre-wide shared lane should be provided past the worksite for both motor vehicles and bicycles.

Traffic Management Conditions

25. All road and footpath closures must be supervised and maintained at all times.
26. Caution is to be exercised in the proximity of pedestrian crossing points, traffic signals, etc. in order to maximise visibility at all times.
27. The footpath adjacent to the subject site must be clear from all construction materials, equipment, and machinery.
28. The contractor is not to leave any materials, plant, and machinery in statutory 'No Stopping' areas, particularly outside the road closure times.
29. All traffic block and hold operations, on both roadway and footpath, may last no longer than one (1) cumulative minute, every 15 minutes. EMERGENCY SERVICE VEHICLES MUST NEVER BE HELD.
30. No temporary road diversion barrier, signage, fencing, gantry, scaffolding, or hoarding is to be placed within (one) 1 metre of any City of Melbourne street-based waste assets. Should any works require the temporary or long-term relocation of street-based waste assets, approval must be obtained from the City of Melbourne Waste and Recycling Branch on 03 9658 9658.
31. All temporary traffic management setups impacting on traffic, cyclists and pedestrians should be confined to outside peak times. Infrastructure and Assets will assess each road and footpath closure application and provide the permitted closure times.
32. The applicant MUST ensure that adequate safety measures for example warning lights, retro-reflective warning signs, and other similar safety devices to advise motorists, cyclists and pedestrians of the closure ahead are put in place around the TMP site if the closure continues at night.

Traffic Controllers

33. Qualified traffic controllers must be on-site at all times to supervise the closure, assist pedestrians, and assist local traffic around the closure as indicated on the submitted TMP.
34. During working hours, traffic controllers must be placed at both ends of the worksite to assist pedestrians and maintain the integrity of all closures.
35. A traffic controller must manage any potential conflict between construction vehicles and pedestrians/cyclists/through traffic.

Waste Standards

36. The applicant must maintain pedestrian and vehicular access to all bins stored, permanently affixed, or collected in or via the laneway/street. If bin storage and collection is not possible, an alternative bin storage and collection arrangement must be provided by the applicant. This includes consultations with all waste collection companies servicing the area, as well as businesses and residents utilising the bin(s).
37. No temporary road diversion barrier, signage, fencing, gantry, scaffolding, or hoarding is to be placed within (one) 1 metre of any City of Melbourne street-based waste assets. Should any works require the temporary or long-term relocation of street-based waste assets, approval must be obtained from the City of Melbourne Waste and Recycling Branch on 03 9658 9658.

General Conditions

38. It is assumed that all TMP's supplied to City of Melbourne by the applicant have been prepared by qualified and experienced personnel and comply with all relevant Australian Standards and accepted safety practices. In consenting to the temporary road or footpath closure, the City of Melbourne is in no way agreeing to or endorsing the precise wording and/or placement of any specific signs, location or number of traffic controllers or any other measures. It is expected that the works are closely monitored at all times by the applicant and that any changes can be made to the TMP/s as is required due to the prevailing traffic conditions or if safety issues are identified on-site, without the necessity to seek prior consent from City of Melbourne. Although, at times, City of Melbourne can highlight possible flaws in the TMP/s and suggest some remedial actions in order to help achieve better safety outcomes or improve traffic flows, the final decision regarding the precise design of the signage/other measures rests with the applicant.
39. Temporary road diversion barriers, signage, fencing and any other safety measures to be provided and maintained in accordance with Australian Standard 1742.3 - 2019 'Traffic Control Devices for Works on Roads' and with the 'Code of Practice' for Worksite Safety – Traffic Management, as stipulated in the Road Management Act 2004. All signs and temporary bollards are to be installed at no cost to City of Melbourne. After completion of the works, existing conditions shall be reinstated at no cost to City of Melbourne.
40. All conditions are based on average traffic flows, and should unforeseen circumstance arise it may be necessary to make amendments to these conditions and / or revoke consent at short notice.
41. The City of Melbourne is to be fully indemnified against any claim laid against it either by members of the public or persons engaged in any activities associated with the proposal who, as a result of the closure, suffer personal injury, property damage or financial loss. This is essential given that applicants take on a leadership role with 'duty of care' implications for an activity.

Upon Project Completion

42. On completion of the works, the area should be left clean and tidy, and all roads and footpaths shall be reinstated to their original condition and configuration at no cost to City of Melbourne.
43. The City of Melbourne is currently accelerating the installation of upgraded bike lanes, which include spike down kerbs and islands. We are also installing new kerbside dining parklets on many roadways, primarily within the parking bays. These parklets may include tree planter boxes and other street infrastructure such as bollards, seats, or concrete blocks. The contractor must be responsible for lifting and re-installing all infrastructure and re-installing the line marking if works are undertaken in these locations.
44. Victoria Police, Fire Brigade, Ambulance and Department of Transport (contact details provided above) must be notified upon completion of the works.
45. The City of Melbourne's Events Melbourne office and Customer Relations Branch (contact details provided above) must be notified upon completion of the works.

End of conditions