

# Application

## For Road / Footpath Occupation Permit

**THE LAND** – Complete the street address or the formal land description as per rates notice.

|                 |                      |              |                      |                      |                      |                      |
|-----------------|----------------------|--------------|----------------------|----------------------|----------------------|----------------------|
| Street Number : | <input type="text"/> | Street Name: | <input type="text"/> |                      |                      |                      |
| Suburb:         | <input type="text"/> |              | Postcode:            | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**CONTACT** – The person who wants the permit and Council to communicate with about the application.

|                 |                      |         |                      |            |  |
|-----------------|----------------------|---------|----------------------|------------|--|
| Name:           | <input type="text"/> |         |                      |            |  |
| Organisation:   | <input type="text"/> | ABN:    | <input type="text"/> |            |  |
| Street Address: | <input type="text"/> | Suburb: | <input type="text"/> | Postcode:  |  |
| Postal Address: | <input type="text"/> | Suburb: | <input type="text"/> | Postcode:  |  |
| Phone:          | <input type="text"/> | Mobile: | <input type="text"/> | Facsimile: |  |
| Email           | <input type="text"/> |         |                      |            |  |

**CONTRACTORS DETAILS** – The person or organisation who will undertake the works.

|                 |                      |         |                      |            |  |
|-----------------|----------------------|---------|----------------------|------------|--|
| Name:           | <input type="text"/> |         |                      |            |  |
| Organisation:   | <input type="text"/> | ABN:    | <input type="text"/> |            |  |
| Street Address: | <input type="text"/> | Suburb: | <input type="text"/> | Postcode:  |  |
| Postal Address: | <input type="text"/> | Suburb: | <input type="text"/> | Postcode:  |  |
| Phone:          | <input type="text"/> | Mobile: | <input type="text"/> | Facsimile: |  |
| Email           | <input type="text"/> |         |                      |            |  |

**PROPOSED WORKS** – Briefly explain your works

**Description of work:**

Why are you applying for this permit?

**Location of occupancy:**

What part of Council land will you be occupying?

FOOTPATH  NATURE-STRIP  ROADWAY  LANEWAY

**Equipment occupying Council land:**

How will you be undertaking this work eg, excavator, scissor lift, ladder etc

**Closures:**

Will you be closing the footpath, roadway or laneway?

FOOTPATH  ROADWAY  LANEWAY  NO CLOSURES

**Occupation Dimension:**

[ LENGTH \_\_\_\_\_ M X WIDTH \_\_\_\_\_ ]

**Proposed date(s):**

**Duration of works:**

[ HOURS:      AM/PM      AM/PM ] [ DAYS:      ] [ WEEKS:      ]

**On Street Parking:** is your work area within a metered / ticket machine parking area?

NO  YES, if yes how many parking bays will be occupied? \_\_\_\_\_

## Associated Permits

PLANNING PERMIT # \_\_\_\_\_  BUILDING PERMIT # \_\_\_\_\_

## Does your site require a Construction Management Plan?

If unknown, check your planning permit conditions

NO  YES

## APPLICATION CHECKLIST

- Completed application form (including this page) with the attached documents.
- Copy of contractor's Certificate of Currency for public liability insurance 20 million minimum.
- Traffic management plan(s) for the proposed works prepared by a qualified person, as required by the Road Management Act 2004 and Road Safety Act 1986. The plan must be site specific and include the details of how you propose to place, erect, dismantle and/or undertake the proposed works. All works are to be clearly delineated and signed in accordance with the relevant Acts, Regulations, Australian Standards, and Codes of Practice.  
**Note: These may require external agencies approval – refer to list below.**
- Copy of courtesy letter for any full road closures and or approved detour routes as indicated on your traffic management plan. The letter **must** be approved by Council before distributing. There is a requirement for 7 days notification to properties within 150m of the closure. (In some instances Council may require a 14 days notification period)
- Copies of any Report and Consents for public protection pursuant regulation 604(4) or signed off approval from the appointed Building Surveyor.
- One fully dimensioned (metric scaled) site plan showing:-
  - street names and North point
  - extent of proposed works and / or protection works
  - footpath and roadway widths and extents of all occupations required
  - location of all vehicles, plant and equipment associated with works.
  - location of all street furniture, trees, fire hydrants, parking signs, parking meters, on street parking conditions public transport stops, and site access.
- One (metric scaled) drawing, including elevations and sections of scaffolding and protection works / barriers showing:
  - location, type, height and footing system of temporary hoardings / barriers extending across the site, footpath and road reserve.
  - height and depth of any tower / mobile scaffolding, safety mesh screens, catch platforms, overhead gantries etc
  - location, type and dimensions of pedestrian signage, temporary road / footpath crossings, night lights etc

## EXTERNAL AGENCIES

- Vic Roads - MOA (Memorandum of Authorisation) approval.
- Power Authority / Company - "No Go Zone" approval.
- Public Transport Companies approvals

## APPLICATION LODGEMENT

[ IN PERSON 8:30am – 4:00pm ]

[ POSTAL ]

[ ELECTRONIC ]

|   |   |   |
|---|---|---|
| Banyule City Council<br>1 Flintoff Street<br>GREENSBOROUGH VIC<br>3088<br>Telephone:+61 3 9490 4222 | Banyule City Council<br>Municipal Laws Unit<br>PO Box 94<br>GREENSBOROUGH<br>VIC 3088 | Fax: +61 3 9499 9475<br>Email:<br><a href="mailto:enquiries@banyule.vic.gov.au">enquiries@banyule.vic.gov.au</a><br>[Note] Must allow minimum 48hrs<br>for your application to be received<br>and registered. |
|---|---|---|

**NOTE:** No fees are refundable for any disused or cancelled permit issued under Councils Local Law. All change of date notifications must be received 24hrs prior to the approved date.