

Footpath, Road and Parking Bay Occupancy Permit Information



A Footpath, Road and Parking Bay Occupancy Permit is required for;

- a work area for plant and equipment (i.e. ladders, site sheds, cranes, concrete pumps, elevated work platforms, mobile scaffolding, building materials, etc),
- a work zone for construction vehicles,
- any works to be carried out within a road reservation.

Applicants must adhere to the conditions attached to the permit. The permit must be available for inspection on site.

When you are applying for a Footpath, Road and Parking Bay Occupancy Permit, you will need to produce the following;

- A Certificate of Currency or Summary of Insurance, with a minimum of \$10 Million of Public Liability Insurance,
- A proposal of what works are to be undertaken and how the work will be done, including a site plan of the work area,
- **You must submit a Traffic Management Plan or details of how you propose to place, erect, dismantle and/or undertake works at the site. All works on the road are to be clearly delineated and signed in accordance with the relevant Standards. Refer to AS 1742.3, SAA HB 81.1- 1996SAA HB 81.3-1997, HB 81.4-1998. These works must be undertaken by accredited (ticketed) personnel,**
- Produce any relevant licences/permits i.e. 'No Go Zones' for power and tram lines.

You will also be required to provide a courtesy letter at least **48 hours prior** to the commencement of works, to all persons affected by the works. Courtesy letters are a mandatory requirement after approval, and a copy must be supplied to Council. The courtesy letter must include (as a minimum) the following;

- the name and phone number of the contact person on site,
- any relevant site plan information on the reverse of the letter,
- the Length of time the disruption will take place.

TIMEFRAME

Applications must be submitted **a minimum of 5 working days prior to works commencing**. The applicant must provide copies of all prior consents, approvals or agreements from Council and any and all public authorities in relation to the works.

A minimum of **10 working days** notice is required for any works to be undertaken **along public transport routes** (i.e. tram routes, bus routes, etc).

COSTS:

The following costs apply;

Lane/Road closure: \$215 per day

Footpath Closure: \$215 per day

Parking Bay Closure: \$42 per bay, per day

Plus separate upfront payment for any requested alteration to existing parking restrictions (eg 'Work Zone' signage), quoted on a case by case basis

HOARDING PERMITS

Please Note; the erection of any hoardings, scaffolding, etc. over the street alignment (footpath, road or laneway) requires a report and consent, pursuant to section 5.3(4) of the building regulations, to be issued by Councils Building Services Department, prior to works commencing.

FURTHER INFORMATION

Traffic & Drainage Department
City of Boroondara
8 Inglesby Road
CAMBERWELL 3124

Phone: (03) 9278 4549

Email: boroondara@boroondara.vic.gov.au

SEE ALSO:

Office of the Chief Electrical Inspector No Go Zones
www.ocei.vic.gov.au/industry/ngzone.html

