

APPLICATION FOR A VEHICULAR CROSSOVER PERMIT



THIS APPLICATION MUST BE RETURNED WITH A NON UTILITY MINOR WORKS WITHIN MUNICIPAL ROAD RESERVE OR WORKS WITHIN ROAD RESERVE FORM

APPLICATIONS WILL BE ASSESSED IN ACCORDANCE WITH COUNCIL'S VEHICULAR CROSSINGS POLICY FOR INDIVIDUAL RESIDENTIAL PROPERTY TITLES

A FEE OF \$145.00 IS REQUIRED WITH THE LODGEMENT OF THIS APPLICATION

SITE ADDRESS.....

A site plan showing location of vehicular crossover(s) including setback of any garage or carport together with all street assets (i.e. street trees, poles, pits, etc.) clearly indicated to be submitted with this application.

Site Plan Attached

TYPE OF PROPERTY / DEVELOPMENT

Single Dwelling
 Multi Dwelling

Subdivision Proposal
 Commercial Property

NATURE OF REQUEST

Construct new crossover(s)
 Widen existing crossover(s)
 Reinstate existing footpath

Second / Additional crossover(s)
 Reinstate existing crossover(s)
 Other.....

Width of Property metres

If the property is located at an intersection, please advise on which street frontage the crossover is to be sited:

EXISTING STREET ASSETS

Footpath	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other _____
Crossover	<input type="checkbox"/> Asphalt	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other _____
Kerb & Channel	<input type="checkbox"/> Bluestone	<input type="checkbox"/> Concrete	<input type="checkbox"/> Other _____
Naturestrip	<input type="checkbox"/> Grass		<input type="checkbox"/> Other _____

Other Street Assets (i.e. Street trees, power poles, Telstra pits, etc.)

Is the property within a Planning Overlay (Heritage, etc): yes no

Does this application relate to a Planning Permit: yes no

If yes, please insert the Planning Permit number: _____

(A copy of the Planning Permit approval and stamped endorsed plans must be attached)

Is the crossover located on a declared arterial road (VicRoads) yes no

If yes, a Planning Permit is required for the addition, alteration or removal of a vehicular crossover abutting a declared arterial road. Please contact Council's Statutory Planning Department on (03) 9278 4844 prior to submitting this application.

SIGNATURE OF OWNER OR APPOINTED AGENT*

.....

Date:

.....

Print Full Name

***Appointed agent is the person authorised in writing by an owner of a building or land to make an application, appeal, referral or representation on the owner's behalf.**

Privacy Statement

The personal information requested on this form is being collected by Council for the purpose of implementing the Vehicular Crossings Policy for Individual Residential Property Titles and Amenity Local Law. The personal information will be used solely by Council for this primary purpose or directly related purposes. Council will not disclose this information. The applicant understands he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.

Please be advised that any and all approvals, information and / or comments contained within this document is / are subject to compliance with the appropriate Acts and Regulations and any and all previous or current Approvals. This document is not a permit.

Non Utility Minor Works within Municipal Road Reserves



This notification / application is provided in accordance with -

1. Road Management Act 2004, Schedule 7
2. Road Management (Works and Infrastructure) Regulations 2005

Use this form for: (i) Notification of proposed works, (ii) Application for consent, or (iii) Notification of completed works to the Coordinating Road Authority (CRA)

APPLICANT DETAILS

Type: <small>(Strike out not applicable items)</small>	1. Notification of proposed works or 2. Application for consent or	Date:	__ / __ / 20__
		Permit Number:	
		Your Ref:	
To: <small>(Coordinating Road Authority)</small>	City of Boroondara	Fee: <small>(ONLY for "Application for Consent")</small>	\$
From: <small>(Applicant's Name)</small>		Role: IMPORTANT Select the ROLE that best describes YOU! <small>(Strike out not applicable items)</small>	1. Owner or 2. Occupier or 3. Builder or 4. Other or 5. Contractor on behalf of (specify)
Address: <small>(Applicant's address)</small>			
City/Town:			
State:	Postcode:		
Contact person:		Telephone (BH):	
		Telephone (AH):	
eMail address:		Facsimile:	
		Mobile:	

DETAILS of WORK

Work type: <small>(Strike out not applicable items)</small>	1. Service connection or 2. Drainage connection or 3. Vehicle Crossing or 4. Other works (specify:)	Proposed Start Date:	__ / __ / 20__
Address of works:		City/Town:	
Additional Location Details: <small>(Optional)</small>			
Description of works: (include list of assets affected by works)			

Sketch Plan: A copy of a sketch plan showing the proposed works, the location, all assets within the vicinity must be provided. Assets include all trees, landscaping, road pavement, kerb & channel, footpaths, drains, service authority assets and private assets affected by the works

WORKS MANAGER DETAILS (the person or body who was/will be responsible for conducting these works):

Contractor or Company Name:		Contractor/Company ABN:	
Contractor's Address:			
City/Town:	State:	Postcode:	
Name of Works Manager*:		Telephone (BH):	
		Telephone (AH):	
E-mail address:		Facsimile:	
		Mobile :	
Does the contractor have Public Liability Insurance? (Yes/No)		Amount of P.L. Cover:	\$

Name of Public Liability Insurance Company:

*** Works Manager –**

Any person or body that is responsible for the conducting of works in, on or under the road. (Road Management Act – Schedule 7, Clause 14)

Works Manager Responsibilities:

Principles applying to infrastructure managers and works managers:

- (1) An infrastructure manager or a works manager must have regard to the principles specified in this clause in the provision of non-road infrastructure on roads.
- (2) The primary purpose of a road is use by members of the public and authorised users must be managed as far as is reasonably practicable in such a way as to minimise any adverse impacts on the primary purpose.
- (3) Without limiting the generality of sub-clause (2), authorised uses must be managed so as to –
 - a. minimise any damage to roads and road infrastructure;
 - b. ensure that works necessary for the provision of non-road infrastructure are conducted as quickly as practicable;
 - c. minimise any disruption to road users;
 - d. minimise any risk to the safety and property of road users and the public generally;
 - e. facilitate the design and installation of infrastructure which minimises any risk to the safety of road users;
 - f. ensure that the road and any other infrastructure is reinstated as nearly as practicable to the condition existing before the works necessary for the provision of the non-road infrastructure were conducted;
 - g. protect and preserve existing significant roadside vegetation and sites of biological significance within the road reserve.

(Road Management Act - Schedule 7, Sec 14)

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

Credit Card and Cheque Payment Form



Return document to:
Mail - City of Boroondara, Private Bag 1, Camberwell VIC 3124
Email - boroondara@boroondara.vic.gov.au
Fax - 03 9278 4466

Applicant Name: _____
Site Address: _____
Payment type: Credit Card Cheque
Payment for: Vehicular Crossover Permit Application
Reference: RC Code: 223 Fee: \$145.00
Department: Engineering and Traffic

OFFICE USE ONLY

MIT: _____
REC: ___ Infring or GL
RECEIPT: _____
AMT PAID \$ _____
PAYER: _____

.....
Cardholder name: _____

Mailing address: _____

Telephone number: _____

Credit Card details

Card type: Visa Mastercard Amex Diners
Credit card number: _____ / _____ / _____
Expiry date: _____ / _____

I, _____, hereby authorise the City of Boroondara to charge the
(Cardholder's full name. **PLEASE PRINT CLEARLY**)

Amount of \$145.00 to my credit card for the purposes stated above.

Signature: _____

Date: ____ / ____ / ____

PRIVACY STATEMENT: The personal information requested on this form is being collected by Council for the purpose of charging fees in relation to the above service.. The personal information will be used by Council for that primary purpose or directly related purpose. The personal information collected will be disclosed to Council's bank or other financial institution for the purpose of processing payments and will not otherwise be disclosed unless required by law. If the information is not collected an alternative payment method will be required before your service request can be processed. The applicant understands that the personal information provided is for the purpose of charging fees and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and /or correction should be made to Council's Privacy Officer.



Postal Address Private Bag 1, Camberwell VIC 3124 | T 9278 4444 | www.boroondara.vic.gov.au
TTY (speech and hearing impaired) 9278 4848 | F 9278 4466 | boroondara@boroondara.vic.gov.au

Council Offices Camberwell 8 Inglesby Road | Hawthorn 360 Burwood Road
Kew Customer Service Corner Cotham Road and Civic Drive