

ROAD AND/OR FOOTPATH OCCUPANCY PERMIT INFORMATION SHEET



In accordance with the City of Boroondara Protection of Council Assets and Control of Building Sites Local Law 2021:

A person must not, without a permit:

- 21.1.1 place any building materials, plant, equipment or any other thing associated with building work on a road or Council land;*
- 21.1.2 erect or install anything associated with building work on a road or Council land;*
- 21.1.3 occupy a road or Council land in connection with, or for the purposes of, building work; or*
- 21.1.4 obstruct a road or Council land in connection with, or for the purposes of, building work.*

The above scope for a permit also includes, but not limited to, occupation of a road reserve by such things as; containers; site sheds; the storage of materials; the running of pipes and chutes over Council land; gantries and elevated work platforms and hoarding.

FEES for occupations during 2022-2023 financial year (GST not applicable to these fees)

Road and/or footpath occupation fees (*Inspection fees apply)

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|--|--------------------------|
| Road and Footpath Occupation Application | \$120.00 per application |
| Road and Footpath Occupation Permit | \$175.00 per day |

Hoarding and/or gantry fees (*Inspection fees apply)

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|--|-------------------------------------|
| Hoarding/Gantry (Protection Works) Application | \$120.00 per application |
| Hoarding/Gantry (Protection Works) Permit | \$130.00 per permit |
| Hoarding/Gantry Occupancy rate | \$12.00 per metre squared, per week |

Shipping Container fees (*Inspection fees apply)

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|--------------------------------|--------------------------|
| Shipping Container Application | \$120.00 per application |
| Shipping Container Permit | \$142.00 per permit |

Inspection fees

Inspection fees apply to Road and Footpath Occupation Permits and Hoarding/Gantry Permits. There will be a minimum of 2 inspections for Hoarding/Gantry Permits and Plant and Equipment will be charged an inspection fee per day of occupation.

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|---|-------------------------|
| Inspection fee | \$124.00 per inspection |
| Out of hours inspection fee (Saturdays and before/after standard permissible construction work hours) | \$380.00 per inspection |

APPLICATION LODGEMENT

Applications for a Road and/or Footpath Occupancy Permit can be submitted to Council's Works Permits Department by the following methods:

Email: boroondara@boroondara.vic.gov.au
In person: 8 Inglesby Road, Camberwell

Postal: City of Boroondara
Private Bag 1
Camberwell VIC 3124

We require **ten (10) business days** to assess your application.

What to include with your application

So we can process your application efficiently, please ensure the following information is included in your application:

- A traffic management plan or details of how you will place, erect, dismantle and undertake works. Works on the road must be clearly outlined and signed according to Australian Standards (AS). Refer to AS 1742.3, SAA HB81.1-2003, SAA HB81.3-2003 and HB 81.4-2003. A Traffic Management Plan must be prepared by a qualified person as required by the Road Management Act 2004 and Road Safety Act 1986 and must be in accordance with AS 1742.3 2009.
- A dimensional, detailed site plan of works and how they will be completed.
- A Certificate of Currency for Public Liability Insurance Policy with a minimum cover amount of \$20 million
- If your works are located, or any traffic management devices are placed, on a state-owned arterial road, you will need to apply for a Memorandum Of Authorisation (MOA) from the Department of Transportation (formerly VicRoads), and provide the approval of this MOA with your application. You can find out more about this on the VicRoads website.
- A courtesy letter to be sent to any properties affected by the works (Council will nominate these), including the name and contact details of someone on-site, relevant traffic plans and construction dates.
- Any relevant licences or permits. These may include but are not limited to:
 - An Asset Protection Permit
 - A Building Permit
 - A Planning Permit
 - A Regulation 116 Report and Consent
 - An Out of Hours Permit

What happens next?

When we receive your application, we will contact you if we need more information to assess your application.

If your application is successful, you will need to pay before a permit is issued. You will be sent a tax invoice that includes advice on how to pay for the permit. Once you pay the invoice, the permit will be issued to your by email. You can start your works once you have received your permit, according to the date provided on your permit.

FURTHER INFORMATION:

Phone (03) 9278 4444 or email boroondara@boroondara.vic.gov.au

ROAD AND/OR FOOTPATH OCCUPANCY PERMIT APPLICATION FORM



Please note: This application form does not constitute a permit.
If applications are successful, a permit and invoice will be provided to the permit applicant

Applicant Name: _____

Company Name (if applicable): _____

ACN/ABN (if applicable): _____

Applicant's address: _____

Contact details: **Phone:** () _____ **Email:** _____

Occupation address: _____

Occupation type: Footpath Road Laneway Other: _____
(tick applicable)

Occupation purpose: Crane Container Concrete Pump Scissor Lift
Other : _____

PROPOSED DATES OF OCCUPATION: _____ / _____ / _____ **UNTIL:** _____ / _____ / _____

PROPOSED DAILY OCCUPATION TIME: _____ **UNTIL:** _____

Application Checklist: (Please ensure that you attach **all** documents to avoid rejection or delay in issue of permit)

Site plan of work attached:

Traffic/Pedestrian Management Plan attached:

Certificate of Currency with public liability attached:

A copy of your intended notification letter attached:

If applicable, any relevant licences/permits when occupying _____ / NA

Land near power and tram lines, or VicRoads MOA: _____

I have read and understand the permit application conditions relating to this application and am aware that, as the applicant, I will be responsible for all traffic management associated with these works and applicable permit fees.

Print (Full Name): _____ **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.