

ROAD AND/OR FOOTPATH OCCUPANCY PERMIT INFORMATION SHEET



In accordance with the City of Boroondara Amenity Local Law:

A person must not, without a permit or licence:

- a) *Occupy or put anything on Council-controlled land, including but not limited to, boats, cars, trailers, caravans; or*
- b) *Use a mobile crane or travel tower for work on or from Council-controlled land.*

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 2020-2021 financial year (GST not applicable to these fees)

Road and/or Footpath Occupancy:	\$292.00 per calendar day
Parking Bay Occupancy:	\$54.00 per bay per calendar day
Usage of a crane or travel tower	\$151.00 per calendar day (additional fee)

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	Postal:	City Of Boroondara
In person:	8 Inglesby Road, Camberwell		Private Bag 1 Camberwell VIC 3124

We require **ten (10) working days** to assess application forms. 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.

NOTIFICATION TO AFFECTED PROPERTIES

Successful applications will be issued with a Road and/or Footpath Occupancy Permit and the permit holder is required to provide a notification letter to properties deemed affected by the proposed occupation at least **two (2) working days** prior to the occupation of Council land.

The notification letter must include (as a minimum) the following:

- the name and phone number of the contact person on site
- any relevant site plan information
- the expected length of time or dates of occupancy etc.

Where a permit incorporates closure to traffic in a road, laneway, right-of-way or similar, notification letters are required for those properties deemed affected at least **five (5) working days** prior to the works. Furthermore, temporary signage informing the surrounding community of the disruption may need to be erected (determined by Council officers).

FURTHER INFORMATION:

Phone (03) 9278 4505 or email boroondara@boroondara.vic.gov.au

OTHER PERMITS TO BE OBTAINED

If you want to put a **skip bin** on Council land, you'll need to use a company approved by Council. See [skip bins](#) for more information.

If you want to install a building **hoarding or gantry** on Council land, you'll need to apply for Report and Consent. See [Building Permits](#) for more information.

If you want to occupy a specific area of road to **load or unload building materials** to a site, you'll need to apply for a [Works Zone Permit](#).

PERMIT APPLICATION CONDITIONS

When applying for a Road and/or Footpath Occupancy Permit, the following conditions must be adhered to which form part of the application (refer overleaf) to be submitted to Council's Works Permits Department;

1. The permit is only valid for the location, times and days listed on this permit.
2. Once approved, any permit may be altered, varied or cancelled at any time and for any reason as determined by Council or a Council officer.
3. A permit may contain additional conditions established by Council on a case by case basis. An applicant must agree to these additional conditions prior to the issue of the permit.
4. This permit must be retained on-site for the duration of the permit and presented at the request of an authorised officer.
5. Failure to comply with any or all conditions of this permit may cause the permit to be revoked.
6. Occupation of Council-controlled land must be undertaken in accordance with VicRoads' Worksite Traffic Management – Code of Practice (which includes AS 1742.3 – Part 3 (2009) – Traffic Control Devices for Works on Roads).
7. Prior to the occupation of the Council land, the applicant must maintain a Certificate of Currency or Summary of Insurance, with a minimum of \$20 million of Public Liability Insurance for the period of the permit.
8. The permit applicant must inform all emergency service organisations (minimum 5 days prior to scheduled works) and abutting residents and traders (minimum 2 days prior to scheduled works) of any altered conditions in advance of the scheduled occupation.
9. The applicant must reimburse Council with any cost that Council may incur if it is required to return any damaged, modified or removed assets or infrastructure to their condition prior to the occupation. Alternatively, to the satisfaction of, and at no cost to Council, the applicant shall be responsible for reinstating any Council assets or infrastructure that is damaged, modified or removed.
10. The applicant must notify relevant public transport authorities when occupying a road which services trams and/or buses.
11. The permit applicant must provide a minimum clearance of 1.5m (*unless stated otherwise in the permit conditions*) for pedestrians (clear of any obstructions and tripping hazards) and 3.0m for cars must be maintained for access at all times.
12. The permit applicant must provide a minimum height clearance of 2.1m above any walkway around the specified Road and/or Footpath Occupancy Permit location at all times.
13. The permit applicant must ensure that safe disabled access is maintained around the site at all times (this includes ramps abutting the kerb for wheelchairs and buggies).
14. The permit applicant must ensure that no other areas of Council-controlled land are impeded or occupied other than those specified on this Road and/or Footpath Occupancy Permit
15. If a full closure is permitted to a road, laneway, right-of-way or similar has been permitted, the permitted occupation area must be made accessible where possible, in the event of an emergency.
16. Council reserves the right to cancel or revoke this permit at any time if the permit fee is not paid within 30 days of receipt of the invoice. Council will not issue any permits until all pending invoices are paid
17. The permit applicant must provide any relevant permits or licenses, for example, 'No Go Zones' when occupying land near power and tram lines, or a VicRoads' Memorandum of Authorisation (MOA) when occupying part of a declared arterial road.

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: (tick applicable)	<input type="checkbox"/> Footpath <input type="checkbox"/> Road <input type="checkbox"/> Laneway <input type="checkbox"/> Other: _____
Occupation purpose:	<input type="checkbox"/> Crane <input type="checkbox"/> Container <input type="checkbox"/> Concrete Pump <input type="checkbox"/> 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:	<input type="checkbox"/>
Traffic/Pedestrian Management Plan attached:	<input type="checkbox"/>
Certificate of Currency with public liability attached:	<input type="checkbox"/>
A copy of your intended notification letter attached:	<input type="checkbox"/>
If applicable, any relevant licences/permits when occupying	<input type="checkbox"/> / NA
Land near power and tram lines, or VicRoads MOA:	

<p align="center">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.</p> <p>Print (Full Name): _____ Signature: _____ DATE: _____ / _____ / _____</p>
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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.