



**SECTION 3**

**Type of Occupation Application**

*(only complete sections applicable to you)*

|   |  |   |   |
|---|--|---|---|
| 1 | <b>Work Area</b>                             | For small scale work area. For use of ladders, mobile scaffold, site sheds, painting etc  | <input type="checkbox"/> <b>Go to Sec 3.1</b> |
| 2 | <b>Plant &amp; Equipment</b>                 | For use of scissor lifts, concrete pumps, excavators etc.   | <input type="checkbox"/> <b>Go to Sec 3.2</b> |
| 3 | <b>Hoarding / Gantry</b>                     | For use of both Heavy and Light Duty fixed hoarding, gantry and temp. fencing.  | <input type="checkbox"/> <b>Go to Sec 3.3</b> |
| 4 | <b>Shipping / Portable Storage Container</b> | For use of both 20ft and 40ft shipping containers and storage containers  | <input type="checkbox"/> <b>Go to Sec 3.4</b> |
| 5 | <b>Crane Occupation</b>                      | Use for all crane lift activities, including support vehicles and Franner Cranes  | <input type="checkbox"/> <b>Go to Sec 3.5</b> |
| 6 | <b>Work Zone</b>                             | Use for dedicated trade vehicle parking   | <input type="checkbox"/> <b>Go to Sec 3.6</b> |
| 7 | <b>Construction Zone</b>                     | A dedicated area adjacent to a significant construction site. Allows for deliveries and the use of plant and equipment for the duration of the build. All construction zones require pre-approval under a Construction Management Plan. | <input type="checkbox"/> <b>Go to Sec 3.7</b> |

**Section 3.1 Work Area Occupation**

*Important Information*

- Permit allows for placement of small low impact items **within a designated work area on council assets.**
- The cost of your permit will be made up of the following: Permit Charge + Weekly Occupation Area Charge + Multiple Inspection Charge

Provide a brief description of works:

*Please provide information on the equipment that you intend to use and for what purpose.*

|         |
|---------|
| Postode |
|---------|

Type of Asset Occupation

- Footpath     Nature Strip     Roadway

Proposed Work Dates/ Times

*(Work times 07:00 -18:00 Wkdays 09:00 – 15:00 Saturdays)*

Start Date DD / MM / YYYY    Start Time (24hr) \_\_\_\_\_

End Time (24hr) \_\_\_\_\_

Total No. of Days? \_\_\_\_\_

**Proceed to Section 4**

**Section 3.2 Plant and Equipment Occupation**

*Important Information*

- Permit allows for placement of plant and larger equipment on council assets per day
- All plant and equipment must be removed from site each day unless approved by council before permit is issued
- The cost of your permit will be made up of the following: Daily Permit Charge + Daily Inspection Charge

Provide a brief description of works:

*Please provide information on the equipment that you intend to use and for what purpose*

|         |
|---------|
| Postode |
|---------|

Type of Asset Occupation

- Footpath     Nature Strip     Roadway

# Application Form Road / Footpath Occupation

Construction Management Support

333 Bridge Road  
Richmond, VIC 3121



Proposed Work Dates/ Times

(Work times 07:00 -18:00 Wkdays 09:00 – 15:00 Saturdays)

Start Date DD / MM / YYYY Start Time (24hr) \_\_\_\_\_

End Time (24hr) \_\_\_\_\_

Total No. of Days? \_\_\_\_\_

Do you require a multi-day Permit?

No  Yes (**Complete Section 5**)

## Section 3.3 Hoarding / Gantry Occupation

*Important Information*

- Permit allows for placement of fixed hoarding, gantry and other public protection measures on council assets
- Installation of hoarding / gantry / temporary fencing (public protection) on council assets must be considered under Regulation 116 (see IN6 at back of document)
- The cost of your permit will be made up of the following: Permit Charge + Occupation area charge per week + initial & final inspection charge

Provide a brief description on type of structure to be installed:

|  |
|--|
|  |
|  |
|  |

Proposed Dimensions of the Occupation Area:

Width (m):

Length (m):

Type of Asset Occupation

Footpath  Nature Strip  Roadway

Proposed Work Dates / Times

(Work times 07:00 -18:00 Weekdays 09:00 – 15:00 Saturdays)

Start Date DD / MM / YYYY Start Time (24hr) \_\_\_\_\_

End Date DD / MM / YYYY End Time (24hr) \_\_\_\_\_

Total No. of Weeks? \_\_\_\_\_

Do you intend to fix a structure to a council asset in any way?

No

Yes (Please provide further information in space below. You may also be required to complete a Road Opening Permit Application).

|  |
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|  |
|  |

## Section 3.3 continued: Additional Hoarding / Gantry Attachment Requirement Checklist

1 Installation Traffic Management Plan

2 Aftercare Traffic Management Plan

3 Scaled Site plan showing the following;

- location, type, height and footing system of temporary hoardings / barriers extending across the site, footpath and / or road reserve.
- location, type and dimensions of pedestrian signage, temporary road / footpath crossings, night lights etc

4 Copy of 116 Report and Consent if applicable

## Section 3.4 Shipping and Portable Storage Container

*Important Information*

- Permit allows for placement of Shipping Containers and portable storage containers on council assets. Note if the container is remaining on the truck, or is a registered vehicle, parked legally, a permit is not required
- A Traffic Management Plan may be required if container will impact traffic and / or vehicular traffic in any way
- The cost of your permit will be made up of the following: Daily Permit Charge

Parking charges may apply

Proposed Dimensions of the Occupation Area:

Width (m):

Length (m):

Container Size:

< 6m (20ft)

> 6m (20ft) but <12m (40ft)

# Application Form Road / Footpath Occupation

Construction Management Support  
333 Bridge Road  
Richmond, VIC 3121



Proposed Delivery / Collection Dates / Times:

(Work times 07:00 -18:00 Weekdays 09:00 – 15:00 Saturday)

Delivery Date DD / MM / YYYY Start Time (24hr) \_\_\_\_\_

Collection Date DD / MM / YYYY End Time (24hr) \_\_\_\_\_

Total No. of Days? \_\_\_\_\_

## Additional Container Requirements Checklist

1 Sketch of proposed container location.

Sketch to include:

- Occupation area
- Existing parking arrangements (if any)
- Existing line markings (if any)

## Section 3.5 Crane Occupation

### Important Information

- Permit allows for placement of cranes, support vehicles and materials on council land
- Allows for encroachment by jib and / or stabilising legs on council land
- The cost of your permit will be made up of the following:  
Daily Permit Charge + Daily Inspection Charge

Provide a brief description of works:

Will any vehicle require access on or over kerb and channel?

- No
- Yes (A separate Temporary or permanent vehicle crossing permit must be obtained).

Proposed Dimensions of the Occupation Area:

Width (m):

Length (m):

### Crane Details:

Make: \_\_\_\_\_

Crane mass (ton): \_\_\_\_\_

Model: \_\_\_\_\_

Dimensions of the Crane (Fully Extended):

Width (m):

Length (m):

Height (m):

Will a franna crane be required?

No  Yes

Does crane require counterweight?

No  Yes (Complete additional information below)

What is the counter weight mass? (ton):

Number of vehicles required to transport counterweight?

Will Counter Weight vehicles be staged?

No  Yes (If yes, please specify in space provided)

### Lift Details

Specify the type of lift:

- General Lift
- House Module

Specify approximate number of lifts:

Dimensions of largest lift item:

Width (m):

Length (m):

Height (m):

Please list the frequency and number of vehicles used to deliver to and from site:





### Additional Construction Zone Attachment Requirement Checklist

- 1 Photographs of nearest existing parking signs adjacent the proposed workzone
- 2 Scaled Site plan which includes ;
  - a type of protection barriers being used
  - existing on-street arrangements
  - existing council street assets
  - current line markings and measurements
  - current parking sign locations
  - property boundary line

### SECTION 4

Will your parking result in occupation of a metered / ticket machined parking area?

- No **(Skip to Section 6)**
- Yes *(How many paid parking bays will be occupied?)*

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### SECTION 5

#### Multi-day Permit Option (10 day Max)

(Only use this section when the multiple days are required for Plant and Equipment and Crane applications only).

Number of days required?

*Please complete proposed dates and times if known*

| Date           | Start (24hr) | End (24hr) |
|----------------|--------------|------------|
| DD / MM / YYYY | :            | :          |
| DD / MM / YYYY | :            | :          |
| DD / MM / YYYY | :            | :          |
| DD / MM / YYYY | :            | :          |
| DD / MM / YYYY | :            | :          |
| DD / MM / YYYY | :            | :          |
| DD / MM / YYYY | :            | :          |
| DD / MM / YYYY | :            | :          |
| DD / MM / YYYY | :            | :          |
| DD / MM / YYYY | :            | :          |

### SECTION 6

#### Mandatory Requirements Checklist

- 6.1 Certificate of Currency of contractor carrying out works \$10M minimum - **(see IN1)**
- 6.2 Traffic Management Plan **(see IN3)**
- 6.3 Dimensioned Site Plan **(see IN5)**

### SECTION 7

#### Other requirements that may be applicable

*Must be acquired by applicant prior to application being submitted)*

- 7.1 Do you require a full road closure?
  - No *(Skip to 7.2)*
  - Yes *You are required to submit a courtesy letter - (see IN2)*
- 7.2 Do you require temporary removal of council assets?
  - No *(Skip to 7.3)*
  - Yes *(Pre removal plan required - (see IN4)*
- 7.3 Do you require an Out of Hours Permit?
 

*(required for works outside of normal working hours)*

  - No *(Skip to 7.4)*
  - Yes *(You will need to complete an Out of Hours Permit Application - (see IN9)*
- 7.4 Where applicable, have you acquired approval from the following external agencies? *(For contact details see IN10)*

|   | Yes                      | N/A                      |
|---|--------------------------|--------------------------|
| Vic Roads Approval                        | <input type="checkbox"/> | <input type="checkbox"/> |
| CitiPower – ‘No Go Zone’ approval         | <input type="checkbox"/> | <input type="checkbox"/> |
| Yarra Trams – No Go Zone’’ approval       | <input type="checkbox"/> | <input type="checkbox"/> |
| Yarra Trams – ‘Line Clearance’ approval   | <input type="checkbox"/> | <input type="checkbox"/> |
| Transdev Melbourne approval               | <input type="checkbox"/> | <input type="checkbox"/> |
| Other public transport approvals          | <input type="checkbox"/> | <input type="checkbox"/> |
| National Heavy Vehicle Regulator approval | <input type="checkbox"/> | <input type="checkbox"/> |

## SECTION 8

### Agreement

*By submitting this form you are agreeing with the following conditions:*

I declare that I am an authorised person to apply for the Road Occupation Permit and that all information in this application is true and correct. I agree to comply with all permit conditions, local laws and all relevant legislation. I declare that all details provided are accurate and the details listed in this application will be organised and managed as described unless advised otherwise by the Yarra City Council and/or its authorities. I accept this application requires final council approval before a permit will be issued.

Name \_\_\_\_\_

Date     /     /

Position / Authority \_\_\_\_\_

### Privacy notification

Yarra City Council is collecting the personal information requested on this form for the purpose of determining the provision of Road Occupation within the city of Yarra. The personal information will be used solely by the Yarra City Council for this primary purpose and the directly related secondary purpose of sending you any further information relating to this process. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information.

### Please submit this application with all attachments via one of the following pathways:

- |   |           |   |
|---|-----------|---|
| 1 | Online    | Email all attachments to<br>info@yarracity.vic.gov.au |
| 2 | In-person | Richmond Town hall<br>333 Bridge Road, Richmond       |
| 3 | By post   | PO Box 168,<br>Richmond, VIC 3121                     |



|            |                                    |  |
|------------|------------------------------------|--|
| <b>IN1</b> | Certificate of Currency            | Certificate of Currency of your contractor's public liability insurance is required for all applications. Note that the insurance schedule and the tax invoice are not acceptable.   |
| <b>IN2</b> | Courtesy Letter                    | Required for any full road closures (including laneways and right of ways) 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 seven (7) days notification to properties within 100m of the closure.  |
| <b>IN3</b> | Traffic Management Plan            | A Traffic plan / map 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.   |
| <b>IN4</b> | Pre-Removal Plan                   | A Pre-Removal drawing or plan is required when council assets must be temporarily removed prior to works commencing. The Pre removal drawing or plan must be fully dimensioned and show existing structure, set out points of reference and their location relevant to fixed points on site  |
| <b>IN5</b> | Fully Dimensioned Site Plan        | Scaled site plan to include street names and North arrow.  |
| <b>IN6</b> | Regulation 116 (Public Protection) | Regulation 116 requires precautions to be taken for the protection of the public within a building site or adjacent public space before and during building work, if the relevant building surveyor (RBS) determines it is required. In the following situations, the RBS may determine that public protection is required: <ul style="list-style-type: none"> <li>• building facade works - new openings, erection of signage</li> <li>• verandah and balcony construction</li> <li>• excavation - footings along a boundary adjoining a footpath, road or public space, excavation for a basement, mass excavation for multi-storey construction</li> <li>• retaining wall above and/or below ground</li> <li>• tilt panel construction</li> <li>• front fence construction dwelling or garage construction near a street alignment/boundary multi-storey construction near a boundary.</li> </ul>   |
| <b>IN7</b> | Regulation 133                     | Regulation 133 – Storm Water Drainage/ Legal Point of Discharge is required where stormwater from a property is lawfully discharged to councils assets, e.g. underground pipe or street channel. This information will be given in writing on request and on payment of a fee.<br><a href="http://www.yarracity.vic.gov.au/Parking-roads-and-transport/Roads-footpaths/Stormwater-drains">www.yarracity.vic.gov.au/Parking-roads-and-transport/Roads-footpaths/Stormwater-drains</a>   |
| <b>IN8</b> | Protection to Adjoining Properties | A Protection Works Notice is required where protection work is required by the Relevant Building Surveyor, in respect of an adjoining property, before and during the carrying out of any building work. A protection works notice is also required if a crane lift will encroach over adjacent properties. Works Notice cover sheets can be found through the following link: <a href="http://www.yarracity.vic.gov.au/DownloadDocument.aspx?DocumentID=12835">http://www.yarracity.vic.gov.au/DownloadDocument.aspx?DocumentID=12835</a>   |
| <b>IN9</b> | Out of Hours Permit                | An Out of Hours Permit is required to work on building sites outside the normally permitted times. These times are regulated by two things: <p><b>1. General Local Law 2016 allows work as follows:</b></p> <ul style="list-style-type: none"> <li>• Monday to Friday – 7.00am to 6.00pm</li> <li>• Saturday – 9.00am to 3.00pm</li> <li>• Sunday, ANZAC Day, Christmas Day and Good Friday – no work permitted</li> <li>• All other public holidays normal times apply, unless stipulated in planning permit conditions</li> </ul> <p><b>2. Planning permit conditions:</b></p> <p>Where a planning permit has been issued for the proposed works, the planning permit conditions will dictate the permitted working hours. You can find more information on how to apply by visiting the following link: <a href="http://www.yarracity.vic.gov.au/building-and-construction/out-of-hours-works/">http://www.yarracity.vic.gov.au/building-and-construction/out-of-hours-works/</a></p> |

|             |   |   |
|-------------|---|---|
| <b>IN10</b> | External Agencies                       | <p>You may be required to seek approval/ consent from a number of different external agencies prior to your works commencing. It is the sole responsibility of the contractor and or applicant carrying out works to seek approval/ consent from external agencies. A number of external agencies contact details are listed below.</p> <ul style="list-style-type: none"> <li>• Vic Roads - MOA (Memorandum of Authorisation). Required for use of traffic control devices on VicRoads owned roads. <b>13 11 70</b></li> <li>• CitiPower - 'No Go Zone' approval for any works within a No Go Zone defined area. <b>1300 301 101</b></li> <li>• Yarra Trams - 'No Go Zone' and / or 'Line Clearance' approval. <b>9610 3305</b></li> <li>• Transdev Melbourne - Bus routes and bus stops. <b>9610 2350</b></li> <li>• Metro Trains - approval required for any works that may be within close proximity to Metro assets or may have an impact on Metro operations.<br/><b>9428 2100</b></li> </ul> |
| <b>IN11</b> | Planning Permit / Building Permit       | <p>Before construction or activity can start, a proposed development may require a planning permit, building permit or both. Please note, if you have a building permit an asset protection permit will also be required before any work on the property can commence.</p>  |
| <b>IN12</b> | Asset Protection                        | <p>An Asset Protection permit is required whenever a building permit is required. An Asset Protection Permit is required to minimise the likelihood of damage to Council property, and to maintain public amenity and safety throughout the duration of the building works. You can read more about Asset protection and how to apply by using the following link: <a href="http://www.yarracity.vic.gov.au/building-and-construction/permits-and-consents-under-local-laws/asset-protection/">http://www.yarracity.vic.gov.au/building-and-construction/permits-and-consents-under-local-laws/asset-protection/</a></p>  |
| <b>IN13</b> | National heavy vehicle regulator (NHVR) | <p>Under federal legislation, formal consent is required from road managers for heavy vehicle movements which are not approved or gazetted on the roads which they are responsible for. You can read more about the NHVR and how to apply by clicking the following link: <a href="http://www.nhvr.gov.au">www.nhvr.gov.au</a></p>  |