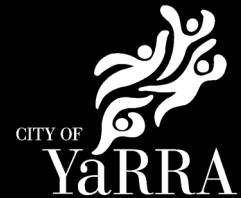


How to activate, cancel or reschedule a permit inspection



This user guide will help when you need to activate, cancel or reschedule a permit inspection for:

- Road/Footpath occupation permit for plant and equipment
- Out of hours permit
- Permit or consent that be been issued with dates to be advised

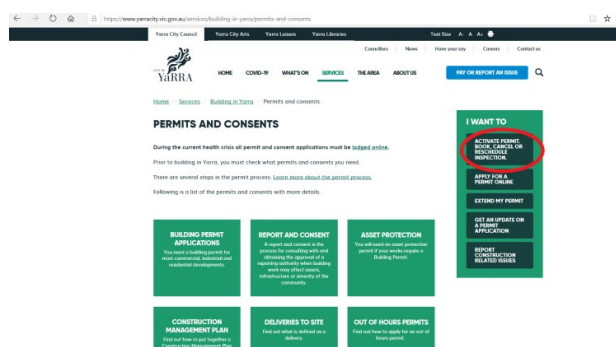
Requirements for activating, cancelling or rescheduling a permit inspection.

- Cancellations must be received prior to 9:00am on the day of works or prior to 4:00pm on a Friday if the works are for a Saturday.
- If documentation on our file does not cover the activation request date(s) you must provide updated copies before the permit can be activated. This includes:
 - Certificate of Currency
 - Courtesy letter (where a road closure is proposed)
 - Other authority approvals (e.g. Department of Transport Memorandum of Authorisation)
- No works can commence until you receive confirmation that the permit has been activated.
- The works must be for the approved activity or activities listed on the permit.

How to activate, cancel or reschedule a permit inspection

Step 1: Lodge your request online

- Go to the [Permits and Consents page](#) on the Yarra City Council website.
- On the right-hand side of the page there is an 'I want to' menu. Select the link to [Activate permit, book, cancel or reschedule inspection](#).



Step 2: Enter your contact details.

- Enter your details into the required fields (* indicates required information).
- Select 'save and next' to navigate to the next screen once your details have been entered.

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HOME WHAT'S ON THE AREA SERVICES CONTACT US PAY OR REPORT AN ISSUE

LOG IN OR SIGN UP

Your contact details

First name * Last name *

How should we contact you * Email address *

Phone number

Phone type
 Mobile
 Home
 Office

[Save and Next](#)

Step 3: Enter the permit and activation/cancellation/reschedule details

- Complete all required fields and attach all relevant documentation (* indicates required information).
- Select 'submit' once all required details have been entered.

LOG IN OR SIGN UP

The permit number can be found on the physical permit document e.g. ROC20/1234. If you have multiple permits on the one property please ensure you reference the correct permit.

Construction Management - Book or Cancel Inspection Enquiry details

Property / Site Address *
 Begin typing the address and then select from the list.

What is the permit number? *

What is the inspection date? *

What is the additional inspection date 1?

What is the additional inspection date 2?

What is the additional inspection date 3?

Please provide details *

Attach relevant documents Browse

Relevant documents to attach are:
 • Up to date Certificate of currency, should the copy we have on file be expired
 • Up to date Other Authority approval, should the copy we have on file be expired
 • E.g. Vic Roads Memorandum of Authorisation
 • Where a road closure is required courtesy letter with proposed activation date/s

For multi permits please include:
 o Specific equipment being used
 o Traffic management plan number
 o Notification letter if required

Please provide the date/s you want to activate/ cancel.

[Back](#) [Submit](#)

Step 4: Your request is submitted

- You will be advised of your reference number and that your request has been submitted successfully.
- Your request will be reviewed by a permit officer and if all the requirements have been met you will receive a confirmation email that the inspection has been activated, cancelled or rescheduled.

Hi [redacted],

Reference Number: 201002-000527

Thank you for contacting us.

The reference number for your request is 201002-000527.

Please note your permit is not active until you receive a further email confirming permit activation.

Please ensure works do not commence prior to receiving your confirmation.

To provide additional information, or track the progress of your submission [login to your Yarra account](#).

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HOME WHAT'S ON THE AREA SERVICES CONTACT US PAY OR REPORT AN ISSUE

LOG IN OR SIGN UP

Your request has been submitted!

Reference Number **201002-000527**

Thank you for contacting us.

If you have provided your contact details, a member of our team will get back to you soon.

If you need to change or add to the information you have provided: log in to your Yarra account, expand the account dropdown menu and select Support History. You can then open and update your request.

If you don't have a Yarra account: go to [account details](#), enter your email address and click Email by Username. We'll send you a link to set up your account. Then you can log in and update your request.

Need more help?

If you have any further questions about how to activate, cancel or reschedule your permit inspection, please contact us:

- submit an [online request](#) or call us on 03 9205 5555.