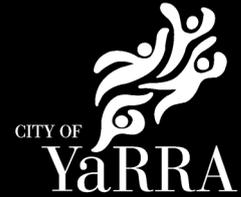


How to extend a permit



This user guide will help when you need to extend your permit for:

- Road/Footpath Occupation permit for work area
- Road/Footpath Occupation for public protection (e.g. hoarding and gantries)
- Road/Footpath Occupation for a construction zone or work zone
- Temporary Vehicle Crossing

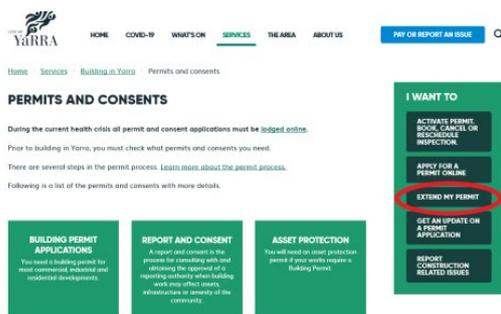
Requirements for extending a permit

- You must submit an extension request at least **3 business days** before the permit expiry date.
- If you submit an extension request 1 business day before the permit expiry date a fast track fee will apply.
- An extension request will not be accepted if the permit has expired, you will be required to submit a new permit application.
- If documentation on our file does not cover the date(s) requested then you must provide updated copies before the permit can be extended. This includes:
 - Certificate of Currency
 - Courtesy letter (where a road closure is proposed)
 - Other authority approvals (e.g. Department of Transport Memorandum of Authorisation)

How to extend your permit

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 '[Extend my Permit](#)'.



Step 2: Enter your contact details.

- Enter your contact 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 extension 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.

The permit extension date is the date you are wanting to extend the permit until.

Construction Management - Permit Extension Enquiry details

Permit number *

Permit extension date *

The premises address *
 Begin typing the address and then select from the list.

Please provide details

Attach current certificate of currency
 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 extension dates

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 an invoice for payment.

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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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 Assistance](#), enter your email address and click Email My 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 extend your permit, please contact us:

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