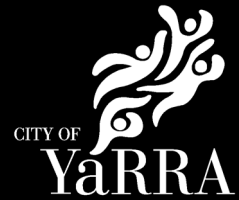


# How to extend a Plant and Equipment permit



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

- [Road/Footpath Occupation permit for Plant and Equipment](#)

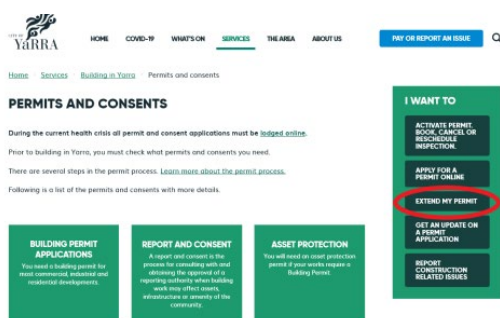
## Requirements for extending a permit

- The works must be for the approved activity or activities listed on the permit.
  - Should a different activity be required from what has been approved you will need to submit a new Road/Footpath Occupation permit application.
- 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.

## 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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### Your contact details

First name \*

Last name \*

How should we contact you \*

Email address \*

Phone number

Phone type

Mobile

Home

Office

### 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.

The permit number can be found on the physical permit document e.g. ROC01234

Provide the first date you are wanting to activate the permit for.

Construction Management - Permit Extension Enquiry details

Permit number \*

Permit extension date \*

the permit address \*

Please provide details

In details provide how many additional days you require. Please note we can process up to 10 days per permit.

Attach current certificate of survey

Relevant documents to attach are:

- Up to date Certificate of survey 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 courtney letter with proposed extension dates

### 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.

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**Your request has been submitted!**

Reference Number: **201802-000327**

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.