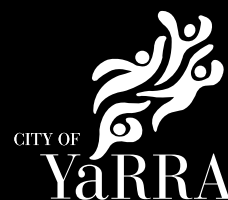


# Road/footpath occupation application

## Form 2 - Applying for plant and equipment or crane occupation

In accordance with General Local Law 2016, Section 70



### Regulatory requirements All applicable sections must be completed

No Occupation Permit will be issued until Planning and Building Permit Requirements have been satisfied.

**Will your proposed works require a Planning Permit?** **SEE IN11**

☐ Yes Planning Permit number (PLN) ☐ No

**Will your proposed works require a Building Permit?** **SEE IN11**

☐ Yes Building Permit number (BA) ☐ No

**Do you have an Asset Protection Permit?** **SEE IN12**

☐ Yes Asset Protection number (APP) ☐ No

**Have relevant public protection measures been considered by the relevant Building Surveyor under Regulation 116? (See IN6)**

☐ Yes Report and Consent number (RC) ☐ No ☐ Not applicable

### Permit requirements

Must be acquired by applicant prior to application being submitted

**Do you require a full road closure (less than 3 metres clearance)?** ☐ Yes **SEE IN2** ☐ No

**Do you require temporary removal of Council assets? (Includes street trees)** ☐ Yes **SEE IN4** ☐ No

**Are you working outside normal working hours?** ☐ Yes **SEE IN9** ☐ No

**Where applicable have you acquired approval from the following external agencies?** **SEE IN10**

Vic roads	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CityPower (No Go Zone)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Yarra Trams (No Go Zone)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Yarra Trams (Line Clearance)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TransDev Melbourne	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other public transport approvals	<input type="checkbox"/> Yes	<input type="checkbox"/> No
National Heavy Vehicle Regulator	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Land/property details (where the works will be carried out) All applicable sections must be completed

Address\* Suburb\* Postcode\*

### Applicant details (person applying for permit) All applicable sections must be completed

Name\*

Contact phone\*

Email\*

Company name\*

ABN\*

Address\*

Suburb\*

Postcode\*

Yarra City Council PO Box 168 Richmond VIC 3121

T 9205 5555 E [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) W [yarracity.vic.gov.au](http://yarracity.vic.gov.au)

TTY 133 677 then ask for 9205 5555 **Interpreter Services** 9280 1940

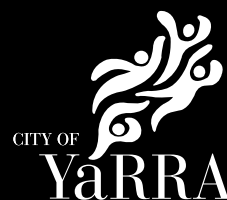
Road/footpath Occupation  
FORM 2 - Plant and equipment or crane occupation

Page 1 OF 7

# Road/footpath occupation application

## Form 2 - Applying for plant and equipment or crane occupation

In accordance with General Local Law 2016, Section 70



### Contractor details (company carrying out works) All applicable sections must be completed

Name\*

Contact phone\*

Email\*

Company name\*

ABN\*

Address\*

Suburb\*

Postcode\*

### Type of occupation applications Only complete and submit sections applicable to your activity

☐ **Plant and equipment** [See Section 2.1](#)

For use of scissor lifts, concrete pumps, excavators etc.

☐ **Crane occupation** [See Section 2.2](#)

Use for all crane lift activities, including support vehicles and Franner Cranes.

### How to submit this form

Please submit this form along with all attachments online using links below or by email

- Plant and equipment visit [yarracity.vic.gov.au/plantequipment](http://yarracity.vic.gov.au/plantequipment) or email [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au)
- Crane occupation visit [yarracity.vic.gov.au/crane](http://yarracity.vic.gov.au/crane) or email [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au)

### Declaration

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.

Signature or  
Print Name\*

Date\*

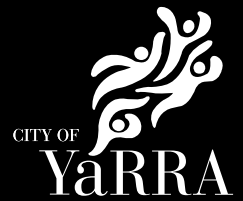
### Privacy notification

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.

# Road/footpath occupation application

## Form 2 - Applying for plant and equipment or crane occupation

In accordance with General Local Law 2016, Section 70



### Section 2.1 - 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 plus Daily inspection charge

#### Plant and equipment information All applicable sections must be completed

Provide a description of the scope works and how you will be occupying Council land to undertake the works -

#### Type of asset occupation?

☐ Footpath ☐ Nature strip ☐ Roadway ☐ Laneway

What are the proposed work dates and times? (Work times 07.00 to 18.00 weekdays and 09.00 to 15.00 Saturdays)

Start date (DD/MM/YY)  Start time (24hr)  End time (24hr)

Total number of days

Do you require a multi-day permit? ☐ Yes ☒ Complete below ☐ No

Multi-day permit option, 10 day maximum

Number of days required

Complete days and times if known

Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
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Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>

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

☐ Yes ☐ No

How many paid parking bays will be occupied?

Yarra City Council PO Box 168 Richmond VIC 3121

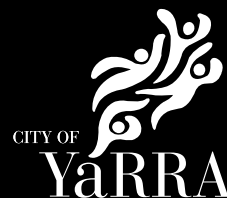
T 9205 5555 E [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) W [yarracity.vic.gov.au](http://yarracity.vic.gov.au)

TTY 133 677 then ask for 9205 5555 Interpreter Services 9280 1940

# Road/footpath occupation application

## Form 2 - Applying for plant and equipment or crane occupation

In accordance with General Local Law 2016, Section 70



### Section 2.1 - Plant and equipment occupation

#### Mandatory requirement checklist

- ☐ Application form - Road / footpath occupation, form 2
- ☐ Certificate of currency (COC) of contractor carrying out works \$20M minimum **SEE IN1**
- ☐ Traffic Management Plan (TMP) **SEE IN3**

### Section 2.2 - Crane occupation

#### Important information

- Permit allows for placement of cranes, support vehicles and materials on Council land
- Allows for encroachment by job and / or stabilising legs on Council land
- The cost of your permit will be made up of the following: Daily permit charge plus Daily inspection charge

#### Crane occupation information All applicable sections must be completed

Provide a description of the scope works and how you will be occupying Council land to undertake the works

Type of asset occupation? ☐ Footpath ☐ Nature strip ☐ Roadway ☐ Laneway

What are the proposed work dates and times? (Work times 07.00 to 18.00 weekdays and 09.00 to 15.00 Saturdays)

Start date (DD/MM/YY)  Start time (24hr)  End time (24hr)

Total number of days

Do you require a multi-day permit? ☐ Yes **Complete below** ☐ No

Multi-day permit option, 10 day maximum

Number of days required

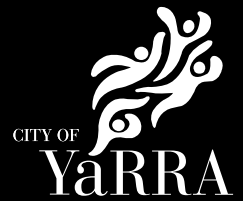
Complete days and times if known

Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>

# Road/footpath occupation application

## Form 2 - Applying for plant and equipment or crane occupation

In accordance with General Local Law 2016, Section 70



### Section 2.2 - Crane occupation

#### Crane occupation information All applicable sections must be completed

##### Multi-day permit option, continued

Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>
Date (DD/MM/YY)	<input type="text"/>	Start time (24hr)	<input type="text"/>	End time (24hr)	<input type="text"/>

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

☐ Yes How many paid parking bays will be occupied? ☐ No

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

☐ Yes: A separate temporary or permanent vehicle crossing permit must be obtained ☐ No

##### What are the proposed dimensions of the occupation area?

Width (m)  Length (m)

##### Crane details

Make	Mass (ton)	Model
------	------------	-------

##### Crane dimensions (fully extended)

Width (m)  Length (m)  Height (m)

Will a franna crane be required ☐ Yes ☐ No

Does crane require counterweight? ☐ Yes **COMPLETE SECTION BELOW** ☐ No

Counter weight (ton)  Number of vehicles required to transport counterweight

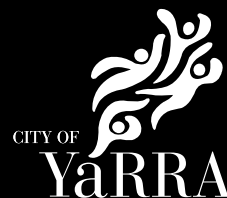
Will counterweight vehicles be staged? ☐ Yes **SPECIFY BELOW** ☐ No

Do you require National Heavy Vehicle Regulator (NHVR) approval? ☐ Yes **SEE IN13** ☐ No

# Road/footpath occupation application

## Form 2 - Applying for plant and equipment or crane occupation

In accordance with General Local Law 2016, Section 70



### Section 2.2 - Crane occupation

#### Lift details

Type of lift ☐ General lift ☐ House module

Specify approximate number of lifts

Dimension of largest lift item

Width (m)  Length (m)  Height (m)

List the frequency and number of vehicles used to deliver to and from site

Will delivery vehicles be staged? ☐ Yes **Complete below** ☐ No

Will materials and / or equipment be placed on council land? ☐ Yes **Complete below** ☐ No

Will crane be stored on council land after permitted hours? ☐ Yes **See requirements below** ☐ No

You will need to submit an after care plan for approval.

Does the crane be or lifting encroach over land of a third party (eg. neighbours)? ☐ Yes ☐ No **Complete below**

Is there a building permit applicable?

☐ Yes: Submit protection works notices from building surveyor **SEE IN8**

☐ No: Provide written consent by the owner of the airspace

Is any vehicle associated to the crane lift arriving or departing outside permitted area?

☐ Yes **See requirements below** ☐ No

You need to complete an Out of Hours Permit application **SEE IN9**

#### Mandatory requirement checklist

☐ Application form - Road/footpath application, form 2.

☐ Certificate of currency (COC) of contractor carrying out the works, \$20M minimum. **EE IN1**

☐ Traffic Management Plan (TMP)

*Important information: A crane specific Traffic Management Plan must include a full detour plan (if applicable) and full area of occupation including crane, supporting vehicles, equipment and materials.*

Yarra City Council PO Box 168 Richmond VIC 3121

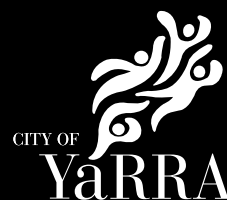
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TTY 133 677 then ask for 9205 5555 **Interpreter Services** 9280 1940

# Road/footpath occupation application

## Form 2 - Applying for plant and equipment or crane occupation

In accordance with General Local Law 2016, Section 70



### Section 2.2 - Crane occupation

#### Mandatory requirement checklist

- ☐ External Authority Approval (if applicable)  
*Important information:* External authorities such as Yarra Trams and CitiPower request approval for any works carried out proximal to their assets, please **SEE IN10** for contact information.
- ☐ Crane Lift Plan  
*Important information:* All Crane Occupation Applications must supply a Crane Lift Plan. The plan must show an overlay on an aerial map of the site plan, crane setup with dimensions, including outriggers, supporting vehicles and flight path.
- ☐ Protection Works Notice (if applicable)  
*Important information:* This notice is required where a crane lift is carried out over third party land.
- ☐ After Care Plan (if applicable)  
*Important information:* This must be provided where crane or support vehicles are to be stored on Council property outside of permit hours.

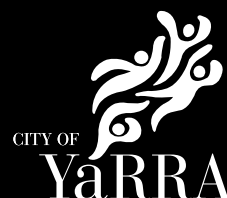
#### INDEX (IN)

IN1	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.
IN2	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.
IN3	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.
IN4	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
IN5	Fully Dimensioned Site Plan	Scaled site plan to include street names and North arrow.
IN6	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>

# Road/footpath occupation application

## Form 2 - Applying for plant and equipment or crane occupation

In accordance with General Local Law 2016, Section 70



### INDEX (IN)

IN7	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. Visit <a href="http://yarracity.vic.gov.au/stormwaterdrains">yarracity.vic.gov.au/stormwaterdrains</a>
IN8	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.
IN9	Out of Hours Permit	<p>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> <ol style="list-style-type: none"><li>1. General Local Law 2016 allows work as follows:<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></li><li>2. Planning permit conditions: 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 <a href="http://yarracity.vic.gov.au/outofhours">yarracity.vic.gov.au/outofhours</a></li></ol>
IN10	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. 13 11 70</li><li>• CitiPower - 'No Go Zone' approval for any works within a No Go Zone defined area. 1300 301 101</li><li>• Yarra Trams - 'No Go Zone' and / or 'Line Clearance' approval. 9610 3305</li><li>• Transdev Melbourne - Bus routes and bus stops. 9610 2350</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. 9428 2100</li></ul>
IN11	Planning Permit / Building Permit	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.
IN12	Asset Protection	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 visiting <a href="http://yarracity.vic.gov.au/assetprotection">yarracity.vic.gov.au/assetprotection</a>
IN13	National heavy vehicle regulator (NHVR)	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 visiting <a href="http://nhvr.gov.au">nhvr.gov.au</a>