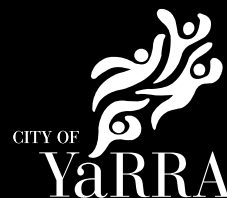


Road/footpath occupation application

Form 1 - Applying for a work area or hoarding/gantry/temporary
fencing/scaffolding or shipping/ portable storage container

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 W yarracity.vic.gov.au

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

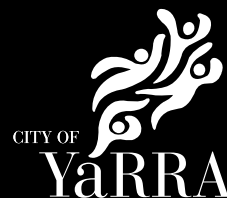
Road/footpath Occupation
FORM 1 - Applying for a work area or hoarding/gantry/temporary
fencing/scaffolding or shipping/ portable storage container

Page 1 OF 7

Road/footpath occupation application

Form 1 - Applying for a work area or hoarding/gantry/temporary fencing/scaffolding or shipping/ portable storage container

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

☐ **Work area** [See Section 1.1](#)

For small scale work area. For use of ladders, mobile scaffold, site sheds and painting etc.

☐ **Hoarding / gantry / temporary fencing / scaffolding** [See Section 1.2](#)

For use of both heavy and light duty fixed hoarding, gantry and temporary fencing.

☐ **Shipping / portable storage container** [See Section 1.3](#)

For use of both 20ft and 40ft shipping containers and storage containers.

How to submit this form

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

- Work area visit yarracity.vic.gov.au/workarea or email info@yarracity.vic.gov.au
- Hoarding / gantry / temporary fencing / scaffolding visit yarracity.vic.gov.au/hoarding or email info@yarracity.vic.gov.au
- Shipping / portable storage container visit yarracity.vic.gov.au/container or email 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.

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T 9205 5555 E info@yarracity.vic.gov.au W yarracity.vic.gov.au

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

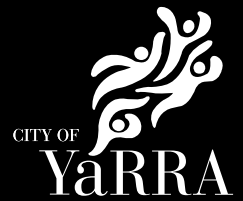
Road/footpath Occupation
FORM 1 - Applying for a work area or hoarding/gantry/temporary
fencing/scaffolding or shipping/ portable storage container

Page 2 OF 7

Road/footpath occupation application

Form 1 - Applying for a work area or hoarding/gantry/temporary fencing/scaffolding or shipping/ portable storage container

In accordance with General Local Law 2016, Section 70



Section 1.1 - Work area occupation

Important information

- Permit allows for placement of small low impact items within a designated work area on Council land
- The cost of your permit will be made up of the following: Permit charge plus weekly occupation charge plus multiple inspection charges.

Work area information All applicable sections must be completed

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

What are the proposed dimensions of the occupation area?

Width (m) Length (m)

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 date (DD/MM/YY) End time (24hr)
Total number of weeks

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

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

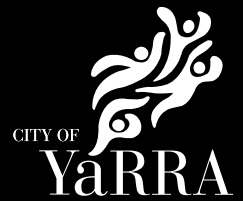
Mandatory requirement checklist

- ☐ Application form - Road / footpath occupation, form 1
- ☐ Certificate of currency (COC) of contractor carrying out works \$20M minimum **SEE IN1**
- ☐ Traffic Management Plan **SEE IN3**
- ☐ Dimensioned site plan **SEE IN5**

Road/footpath occupation application

Form 1 - Applying for a work area or hoarding/gantry/temporary fencing/scaffolding or shipping/ portable storage container

In accordance with General Local Law 2016, Section 70



Section 1.2 - Hoarding / gantry / temporary fencing / scaffolding 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 / scaffolding (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 plus Occupation area charge per week plus initial and final inspection charge.

Occupation information All applicable sections must be completed

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

What are the proposed dimensions of the occupation area?

Width (m) Length (m)

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

Total number of weeks

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

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

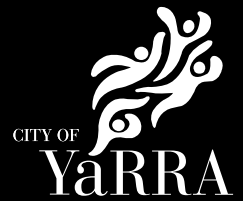
Mandatory requirement checklist

- ☐ Application form - Road/footpath application, form 1.
- ☐ Certificate of currency (COC) of contractor carrying out the works, \$20M minimum. **EE**
- ☐ Installation Traffic Management Plan
- ☐ Aftercare Traffic Management Plan
- ☐ Copy of Regulation 116 Report and Consent (if applicable)
- ☐ Dimensioned site plan which includes;
 - 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.

Road/footpath occupation application

Form 1 - Applying for a work area or hoarding/gantry/temporary fencing/scaffolding or shipping/ portable storage container

In accordance with General Local Law 2016, Section 70



Section 1.3 - Shipping and portable storage containers

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)

Shipping and portable storage container information All applicable sections must be completed

What are the proposed dimensions of the occupation area?

Width (m) Length (m)

Container size

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

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

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

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

Total number of days

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

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

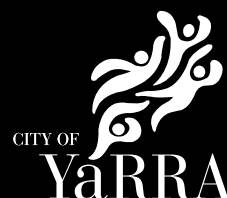
Mandatory requirement checklist

- ☐ Application form - Road/footpath application, form 1.
- ☐ Certificate of currency (COC) of contractor carrying out the works, \$20M minimum. **EE IN1**
- ☐ Sketch of proposed container location that includes;
 - Occupation area
 - Existing parking arrangements (if any)
 - Existing line markings (if any)

Road/footpath occupation application

Form 1 - Applying for a work area or hoarding/gantry/temporary fencing/scaffolding or shipping/ portable storage container

In accordance with General Local Law 2016, Section 70



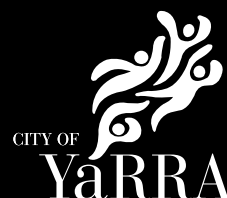
INDEX (IN)

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"> • building facade works - new openings, erection of signage • verandah and balcony construction • excavation - footings along a boundary adjoining a footpath, road or public space, excavation for a basement, mass excavation for multi-storey construction • retaining wall above and/or below ground • tilt panel construction • front fence construction dwelling or garage construction near a street alignment/boundary multi-storey construction near a boundary.
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 yarracity.vic.gov.au/stormwaterdrains
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	An Out of Hours Permit is required to work on building sites outside the normally permitted times. These times are regulated by two things: <ol style="list-style-type: none"> 1. General Local Law 2016 allows work as follows: <ul style="list-style-type: none"> • Monday to Friday – 7.00am to 6.00pm • Saturday – 9.00am to 3.00pm • Sunday, ANZAC Day, Christmas Day and Good Friday – no work permitted • All other public holidays normal times apply, unless stipulated in planning permit conditions 2. Planning permit conditions: <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 yarracity.vic.gov.au/outofhours</p>

Road/footpath occupation application

Form 1 - Applying for a work area or hoarding/gantry/temporary fencing/scaffolding or shipping/ portable storage container

In accordance with General Local Law 2016, Section 70



INDEX (IN)

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">• Vic Roads - MOA (Memorandum of Authorisation). Required for use of traffic control devices on VicRoads owned roads. 13 11 70• CitiPower - 'No Go Zone' approval for any works within a No Go Zone defined area. 1300 301 101• Yarra Trams - 'No Go Zone' and / or 'Line Clearance' approval. 9610 3305• Transdev Melbourne - Bus routes and bus stops. 9610 2350• 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
IN11	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>
IN12	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 visiting yarracity.vic.gov.au/assetprotection</p>
IN13	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 visiting nhvr.gov.au</p>