

SECTION 1

Application Details

Land / Property Details *(Where works will be carried out)*

Unit / House number _____ Street _____

Suburb _____

Postcode _____

Applicant Details *(Person Applying for Permit)*

Name

Organisation

ABN

Number _____ Street name _____

Suburb _____

Postcode _____

Phone number

Mobile number

Email address

Contractor Details *(Company carrying out works)*

Name

Organisation

ABN

Number _____ Street name _____

Suburb _____

Postcode _____

Phone number

Mobile number

Email address

SECTION 2

Type of Temporary Crossing

Crossover is to be installed for site access / egress of:

(Please tick appropriate box)

Single storey development

Multi-storey development

What Type of Temporary Crossover do you intend on installing?

Steel - *Go to Section 2.1*

Timber - *Go to Section 2.2*

Concrete - *Go to Section 2.3*

Section 2.1 Temp Steel Crossover

Important Information

- Permit allows for placement of 12mm (min) chequered steel plating over council assets
- Steel galvanised rectangular pipe must be used together with coldmix to maintain integrity of kerb (**See IN2**)
- Any damage to Council's asset may incur a penalty and must be reconstructed or reinstated at the applicants cost to Council's satisfaction.
- Charges: Permit charge + monthly Inspection charge

Proposed dimensions of the occupation area:

Width (m): _____

Length (m): _____

Type of Asset occupation :

Footpath Nature Strip Footpath & Nature Strip

Proposed occupation dates *(include installation and removal days)*

(Work times 07:00 -18:00 Weekdays 09:00 – 15:00 Saturdays)

Start Date DD / MM / YYYY Start Time (24hr) _____

End Date DD / MM / YYYY End Time (24hr) _____

Total No. of Days? _____



Section 2.2 Temporary timber crossover

Important Information

- Permit allows for placement of wooden crossover on council assets
- 50mm thick Wooden planks with 25mm GI Straps to be used.
- Steel Galvanised Rectangular pipe must be used together with coldmix to maintain integrity of kerb (**See IN3**)
- Charges: Permit Charge + monthly Inspection charge

Proposed Dimensions of the Occupation Area:

Width (m): _____

Length (m): _____

Type of Asset Occupation:

Footpath Nature Strip Footpath & Nature Strip

Proposed Occupation Dates *(include installation and removal days)*

(Work times 07:00 -18:00 Weekdays 09:00 – 15:00 Saturdays)

Start Date DD / MM / YYYY Start Time (24hr) _____

End Date DD / MM / YYYY End Time (24hr) _____

Total No. of Days? _____

Section 2.3 Temp Concrete Crossover

Important Information

- Permit allows for excavation, pour/ placement of temporary concrete crossover
- Temporary Concrete crossing and channel to be constructed in one piece (**See IN4**)
- Temporary Concrete crossing must match existing footpath grades
- Must be DDA Compliant
- No colour is to be used in the concrete crossover.
- Charges: Permit Charge + Excavation Inspection + Final Inspection Charge

Proposed Dimensions of the Occupation Area:

Width (m): _____

Length (m): _____

Type of Asset Occupation:

Footpath Nature Strip Footpath & Nature Strip

Proposed Occupation Dates *(include installation and removal days)*

(Work times 07:00 -18:00 Weekdays 09:00 – 15:00 Saturdays)

Start Date DD / MM / YYYY Start Time (24hr) _____

End Date DD / MM / YYYY End Time (24hr) _____

Total No. of Days? _____

SECTION 3

Mandatory Requirements that must be submitted together with this application

Checklist	
3.1 Certificate of Currency of Contractor (see IN1)	<input type="checkbox"/>
3.2 Installation Traffic Management Plan (see IN5)	<input type="checkbox"/>
3.3 Aftercare Traffic Management Plan (see IN5)	<input type="checkbox"/>
3.4 Dial Before You Dig Report <i>(for Concrete Crossings only)</i>	<input type="checkbox"/>
3.5 Scaled Site plan showing the following;	<input type="checkbox"/>
<ul style="list-style-type: none"> • location, of temporary crossover across the footpath, nature strip and/ or road reserve. • type and dimensions of pedestrian signage, temporary road / footpath crossings, night lights etc (See IN6) 	

3.6 Where applicable, have you acquired approval from the following External Agencies? (See IN7)

	YES	N/A
Vic Roads Approval	<input type="checkbox"/>	<input type="checkbox"/>
CitiPower – ‘No Go Zone’ approval	<input type="checkbox"/>	<input type="checkbox"/>
Yarra Trams – ‘No Go Zone’ and Line clearance approval	<input type="checkbox"/>	<input type="checkbox"/>
Transdev Melbourne approval	<input type="checkbox"/>	<input type="checkbox"/>
Other public transport approvals	<input type="checkbox"/>	<input type="checkbox"/>
National Heavy Vehicle Regulator approval	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 4

Agreement:

By submitting this form you are agreeing with the following conditions:

I declare that I am an authorised person to apply for the Temporary Vehicle Crossing 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 City of Yarra and/or its authorities. I accept this application requires final council approval before a permit will be issued.

Print name

Date / /

Position / Authority

Privacy notification

The City of Yarra is collecting the personal information requested on this form for the purpose of determining the provision of a Temporary Vehicle Crossing within the City of Yarra. The personal information will be used solely by the City of Yarra 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.

Please submit this application with all attachments via one of the following pathways:

- | | | |
|---|-----------|---|
| 1 | Online | Email all attachments to
info@yarracity.vic.gov.au |
| 2 | In-person | Richmond Town hall
333 Bridge Road, Richmond |
| 3 | By post | PO Box 168, Richmond
VIC 3121 |

INFORMATION

IN1	Certificate of Currency	Certificate of currency of your contractors public liability insurance is required for all applications. Note that the insurance schedule and the tax invoice are not acceptable. \$10,000,000 minimum
IN2	Steel Temporary Crossovers	Steel Crossover construction must adhere to council design specification. Steel plating must be chequered and be a minimum of 12mm thick. Coldmix must be used to taper footpath levels. http://www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=14301
IN3	Timber Temporary Crossover	Timber Crossover construction must adhere to council design specifications. Please refer to Council Standard Drawings for further information http://www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=14302
IN4	Concrete Temporary Crossover	Concrete Crossover construction must adhere to council design specifications. Please visit the following link for further information http://www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=1874
IN5	Traffic Management Plan	<ul style="list-style-type: none"> • 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. • Plan must show how you intend on managing pedestrian and road traffic during construction, when crossover is in situ and when removal is required
IN6	Fully Dimensioned Site Plan	<p>Scaled site plan to include street names and North arrow.</p> <p>Extent of proposed works, footpath and roadway widths, extents of any occupations required, and the locations and sizes of all openings.</p> <p>Location of all support vehicles, plant and equipment associated with works.</p> <p>Location of all street furniture, trees, fire hydrants, parking signs, parking meters, on street parking, public transport stops, and site access.</p> <p>Location of proposed works.</p>
IN7	External Agencies	<p>You may be required to seek approval / consent from a number of different external agencies prior to you works commencing. It is the sole responsibility of the contractor and or applicant carrying out works to seek approval / consent from an external agencies. A number of external agency 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