



## **Permits - Applying Online**

- **Road/Footpath Occupation**
- **Road/Footpath Opening Consent**
- **Vehicle Crossing**
- **Asset Protection**

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## Important information

Please read, this will help when using the online portal.

### First time customer

You will be asked to create an account at the end of your transaction.

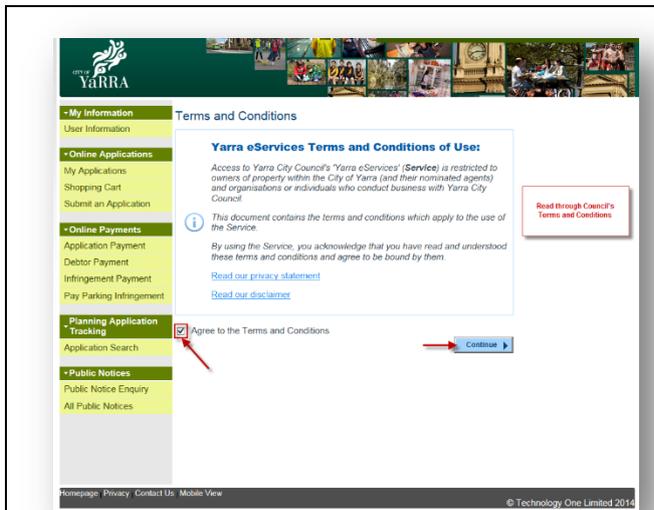
#### For companies

- Create one account for a company and use a company email address (not individual).
- The company name must be the full business name (e.g. Online Services Pty Ltd). You can complete an ABN search <http://www.abr.business.gov.au/> to check the full business name.
- During your transaction, you will have the opportunity to enter a delivery email address for each application. The delivery email address entered will receive any email correspondence relating to that application. You have the option to enter a company or individual email address.
- Keep record of your user name, email address & password. One account can be used by multiple people within the same company.

### Repeat customers

- Before starting your transaction, accept the terms and conditions page and then **login**.
- The user name is the email address used to set up the account. If you forget the user name, please do not create a new account with a different email address. Contact us so we can give you the details.
- If you forget your password, change now before proceeding. The instructions are below.
- If you receive any errors after logging in, try logging out and logging back in.
- If you are still having issues, contact us on 9205 5555 and we will assist.

# How to apply

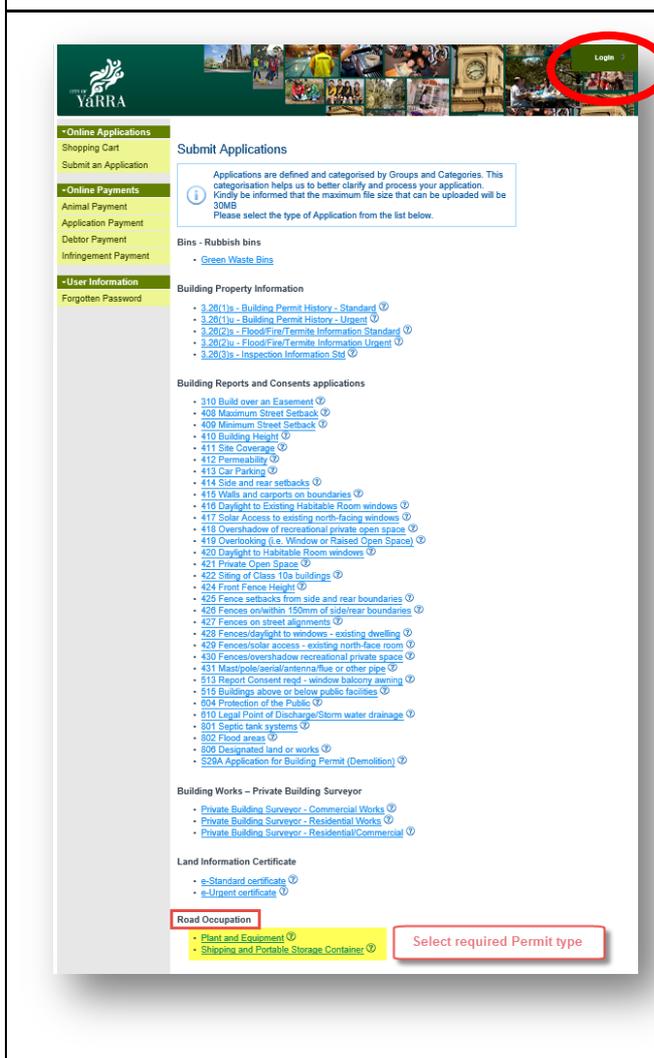


Click [here](#) to submit the application.

Read through Council's *Terms and Conditions*.

Tick **Agree to the Terms and Conditions**.

Click on **Continue**.



If you are an existing customer, Login before proceeding.

Select required permit type under the heading:

- **Road Occupation**
- **Road/Footpath Opening**
- **Vehicle Crossing**
- **Asset Protection**

Click  to view further information

Provide Category Details

Select any applicable categories for this application.

**Plant and Equipment**

**Categories**

- Bob Cat or Excavator
- Concrete truck or line pump
- Crane Lift
- Elevated Work Platform

[Select All](#)

[Previous](#) [Next](#)

Select required category/categories.  
Click on **Next**.

Application Information

**Application Summary**

Road Occupation - Plant and Equipment

Provide all required details about your application.

**Application Description**

Please enter description of works\*

[Clear](#) [Next](#)

- Help**
- Report and Consent Application Help
  - Road Occupation Application Help

Enter **Description of Works**  
Click on **Next**.

Asset Protection Permit – only enter numerals.

Application Information

**Note: Fields with an asterisk (\*) are mandatory.**

Estimated Cost\*

**Property Address**

Application Summary  
Road Occupation - Plant and Equipment

Property Search

 Search for a property or land location for this step of your application.

Address Land

Fast Search   

Advanced Search

Unit Number

House Number

Street Name

Suburb

Postcode

Address	Legal Description
<input checked="" type="radio"/> Office 140 Hoddle St Abbotsford VIC 3067	Por 66 Vol 1648 Fol 448

**Enter Property Address**Click on **Search**.Select required **Property Address** (where multiply addresses are displayed).Click **Next**

**Delivery Email Address**

Application Summary  
Road Occupation - Plant and Equipment

 Please provide a valid email address. This email address will be used to send you information relevant to your application.

Email Address



**Enter Delivery Email Address.**

This email address will be used to send you information regarding your application.

For companies, the person submitting the application and who wants the email correspondence can enter their individual address here.

**File Attachments**

Application Summary

Road Occupation - Plant and Equipment

Upload any files relevant to your application that meet the file type requirements.

Attachment Type	Accepted File Types
<input type="radio"/> Other Authority Approvals	PDF, IPEG, JPG
<input type="radio"/> Certificate of Currency *	PDF, IPEG, JPG
<input type="radio"/> Crane Lift plan	PDF, IPEG, JPG
<input type="radio"/> Courtesy letter (Road closure)	PDF, IPEG, JPG
<input type="radio"/> Site plan	PDF, IPEG, JPG
<input type="radio"/> Protection works notice	PDF, IPEG, JPG
<input type="radio"/> Pre-removal plan (Relocation of assets)	PDF, IPEG, JPG
<input checked="" type="radio"/> Road Occupation Application *	PDF, IPEG, JPG
<input type="radio"/> Traffic Management Plan *	PDF, IPEG, JPG
<input type="radio"/> Report and Consent 604 Regulation	PDF, IPEG, JPG

File:

File Title:

File Description:

Please type the text you see in this image:

File Name ( Title )	Attachment Type	Remove
Cert Of Currency 1.pdf ( Cert of Currency )	Certificate of Currency	<input type="button" value="X"/>

Click on required **Attachment Type**.  
 Click **Browse** and locate your attachment.  
 Enter **File Title** and **File Description** if required.  
 Enter **Image Text**.  
 Click **Upload**.

Repeat steps to upload all required attachments as outlined on the application form.

The application form is marked \* and mandatory for all applications. You have the option to upload all required documentation in one file under application form or attached documents separately. You must submit all required documentation as outlined on the application form.

Click on **Help** items if you require further information regarding permit requirements.

**Summary Information**

[Application Information](#)

Please enter description of works\* testing

[Property Address](#)

Address Office 140 Hoddle St Abbotsford VIC 3067

[Delivery Email Address](#)

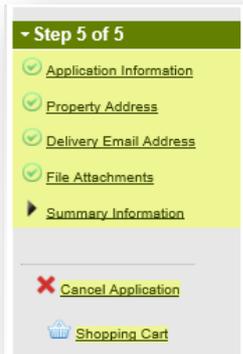
Email Address [REDACTED]

[File Attachments](#)

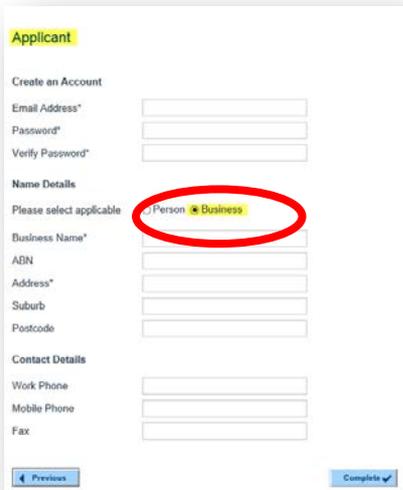
File Name	Cert Of Currency 1.pdf
File Title	Cert of Currency
Attachment Type	Certificate of Currency
File Name	TMP 1c.pdf
File Title	TMP 1c.pdf
Attachment Type	Traffic Management Plan
File Name	Application.pdf
File Title	Application.pdf
Attachment Type	Road Occupation Application

An invoice will be forwarded to you if your application is approved. Payment can be made online.

Summary of **application information**.  
 Click **Continue**.



If you need to amend any part of your application, click on the relevant **Step** to go back.



For repeat customers - if you have logged in, the details below should already be populated.

For new customers – complete create an account & name details.

Select **Person** or **Business**.

Those marked \* are mandatory fields. A contact phone number is also required.

Click **Complete**.

This account will enable you to log in next time to apply for any future applications.



Confirmation of your Application with your **Application Reference Number**.

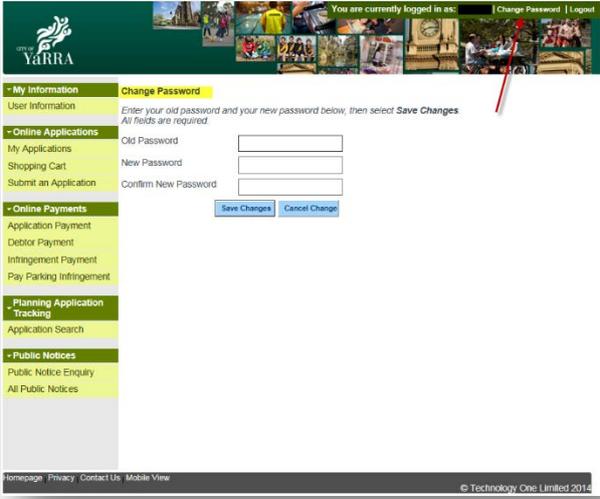
Click **Print** if you wish to print a copy of this information.

An acknowledgement email will also be sent to you with this information.



If you have logged in to submit your application, please do not forget to **Logout** when you have completed your application(s).

## Changing your password



The screenshot shows the 'Change Password' page in the YARRA online application system. The page has a green header with the YARRA logo and navigation links. A sidebar on the left contains various menu items. The main content area features a form with three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below the fields are 'Save Changes' and 'Cancel Change' buttons. A red arrow points to the 'Change Password' link in the top navigation bar.

You are currently logged in as: [Change Password](#) | [Logout](#)

**My information** **Change Password**

User Information  
Enter your old password and your new password below, then select **Save Changes**  
All fields are required.

**Online Applications**

My Applications  
Shopping Cart  
Submit an Application

Old Password

New Password

Confirm New Password

**Online Payments**

Application Payment  
Debtor Payment  
Infringement Payment  
Pay Parking Infringement

**Planning Application Tracking**

Application Search

**Public Notices**

Public Notice Enquiry  
All Public Notices

Homepage Privacy Contact Us Mobile View © Technology One Limited 2014

To change your password:

Click on **Change Password**

Enter old password

Enter your new password

Re-enter your new password to confirm

Click on **Save Changes**

## Forgotten password



Click on **Forgotten Password**



Enter details used to set up the account:

**Surname/ Company name**  
**Email Address**

Click **Submit**

Please contact Council if you are not sure of your User ID details.



Password is now reset

An email with a temporary new password will be sent to the email address supplied with your initial registration.



Email with new password.



Click on **Yarra logo** to return to *Home Page*

This must be done otherwise you will receive an error message



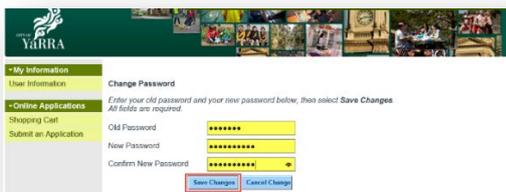
Click **Login**



Enter:

- **User Name** (email address)
- **Password**

Click **Log In**



You will be prompted to Change Password

Enter:

- **Old Password** (from email notification)
- **New Password**
- **Confirm New Password**

Click **Save Changes**



You are now logged in.