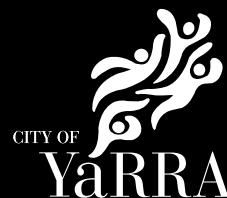


# Road/footpath occupation application

## Form 3 - Applying for a Work zone or Construction zone

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

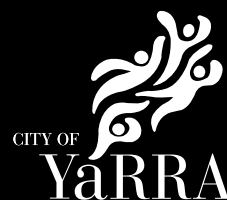
Road/footpath Occupation  
FORM 3 - Work zone or Construction zone

Page 1 OF 6

# Road/footpath occupation application

## Form 3 - Applying for a Work zone or Construction zone

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 zone** [See Section 3.1](#)

Use for dedicated trade vehicle parking.

☐ **Construction zone** [See Section 3.2](#)

A dedicated area adjacent to a significant construction site. Allows for deliveries and the use of plant and equipment for the duration of the build. All construction zones require pre-approval under a Construction Management Plan.

### How to submit this form

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

- Work zone visit [yarracity.vic.gov.au/workzone](http://yarracity.vic.gov.au/workzone) or email [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au)
- Construction zone visit [yarracity.vic.gov.au/constructionzone](http://yarracity.vic.gov.au/constructionzone) 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\*

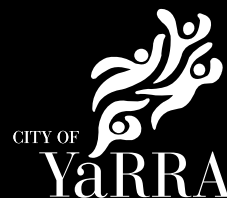
### Privacy notification

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 3 - Applying for a Work zone or Construction zone

In accordance with General Local Law 2016, Section 70



### Section 3.1 - Work zone occupation

#### Important information

- Permit allows parking of vehicles but does not allow for placement of materials or equipment.
- Work zone will only be considered next to the construction site and may extend up to the width of the property it serves.
- Parking conditions in the surrounding area will be considered as part of the application and assessment process. The request will only be approved if it is deemed that adequate area is available which can be allocated for this purpose.
- Proposed work zone must be in a legal parking area.
- Work zone is only in effect during working hours.
- The cost of your permit will be made up of the following: Permit charge *plus* weekly occupation charge *plus* one initial and one final inspection charges *plus* associated signage charges.

#### Work zone information All applicable sections must be completed

##### Provide a brief description of the proposed work zone (trade vehicle parking)

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

Width (m)  Length (m)

##### 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 result in occupation of a metered / ticket machined area?

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

#### Work zone attachment requirement checklist

☐ Application form - Road/footpath application, form 3.

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

☐ Photographic evidence of existing parking signs on both sides of road adjacent the work zone.

☐ Dimensioned site plan of proposed work zone which includes;

- existing on-street arrangements
- existing council street assets
- current line markings and measurements - current parking sign locations
- property boundary line

☐ The work zone must be limited to the boundaries of the subject property where the works are occurring unless written permission from the neighbouring owner/occupier can be obtained and provided to council if the work zone is proposed in front of a neighbouring property.

Yarra City Council PO Box 168 Richmond VIC 3121

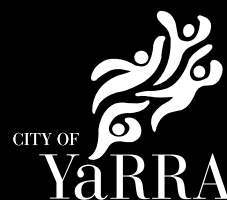
T 9205 5555 E [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) W [yarracity.vic.gov.au](http://yarracity.vic.gov.au)

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

# Road/footpath occupation application

## Form 3 - Applying for a Work zone or Construction zone

In accordance with General Local Law 2016, Section 70



### Section 3.2 - Construction zone - for sites that have an approved Construction Management Plan (CMP) Only

#### Important information

- Permit allows for a dedicated area adjacent to a significant construction site and will be assessed case by case. Allows for deliveries and the use of plant and equipment for the duration of the build with a valid permit.
- Construction Zones are usually proposed at CMP level for large developments.
- The cost of your permit will be made up of the following: Permit Charge plus Weekly Occupation Charge plus Weekly Inspection Charge plus associated signage charges.

#### Construction zone information All applicable sections must be completed

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

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##### 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

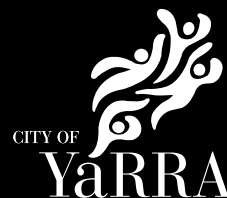
#### Construction zone attachment requirement checklist

- ☐ Application form - Road/footpath application, form 3.
- ☐ Certificate of currency (COC) of contractor carrying out the works, \$20M minimum. **EE IN1**
- ☐ Photographic evidence of existing parking signs on both sides of road adjacent the construction zone.
- ☐ Dimensioned site plan which includes;
  - existing on-street arrangements
  - existing council street assets
  - current line markings and measurements
  - current parking sign locations
  - property boundary line

# Road/footpath occupation application

## Form 3 - Applying for a Work zone or Construction zone

In accordance with General Local Law 2016, Section 70



### Construction zone attachment requirement checklist (cont'd)

- ☐ Traffic Management Plan (TMP)
- ☐ After care Traffic Management Plan (ATMP)
- ☐ A plan showing type of protection barriers being used, existing on-street parking arrangements, dimensions and noting all street assets. This includes locations of parking signs, line marking, street trees, vehicle crossings or driveways and property boundaries in relation to the road
- ☐ Photographs of the nearest existing parking signs to the proposed construction zone areas. Make sure these signs are noted on your plan.
- ☐ A cross section of the proposed construction zone with current and proposed street conditions shown
- ☐ A cross section of the concrete pad (if required)
- ☐ A safe work method statement addressing public safety
- ☐ A swept path analysis of vehicle egress/ingress to the construction zone (from nearest arterial road)

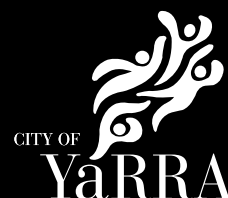
### INDEX (IN)

|     |                                    |   |
|-----|------------------------------------|---|
| 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 3 - Applying for a Work zone or Construction zone

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                     | An Out of Hours Permit is required to work on building sites outside the normally permitted times. These times are regulated by two things:<br>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> 2. Planning permit conditions:<br>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>  |
| IN10 | External Agencies                       | 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. <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>   |