



# Street occupation

## What you need to do

### Before you start!

The fast and easy way to apply is online via

👉 [portphillip.vic.gov.au/council-services/pay-apply-report](https://portphillip.vic.gov.au/council-services/pay-apply-report)

Otherwise complete this form to apply in person.



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Assessment

We'll assess your application within five working days and, if complete, we'll send you an invoice to complete payment.



### Receive your permit

Once your payment is processed you will receive your permit via email within five working days.

## Read before starting

### Insurance

The Permit holder must maintain a comprehensive public liability insurance policy for a minimum of \$20,000,000, with an insurer approved by the Australian Prudential Regulation Authority which shall remain current for the term of the Permit. The permit holder must also provide a certificate of currency noting Council as an interested party.

### Indemnity

The Permit holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under this Permit and be directly related to the negligent acts, errors or omission of the Permit Holder.

The Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

### How to apply

Submit this form and required supporting documentation:

- ✉ devpermits@portphillip.vic.gov.au
- ✉ City Permits  
City of Port Phillip  
Private Bag 3  
St Kilda VIC 3182

### Further information

- ☎ 03 9209 6216
- 👉 [portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/construction-permits/street-occupation-permit](https://portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/construction-permits/street-occupation-permit)

## 1 Declaration

I declare that I am an authorised person to apply and that all information in this application is true and correct.

I agree to **Principal's Indemnity Agreement**.

I have read and accepted Council's **Terms and Conditions**.

I accept Council's **Indemnity Policy**.

I have allowed 5 clear business days prior to proposed works start date.

I have read, acknowledged, and accepted all of the terms, conditions and disclosures contained in this document.

I understand and accept that all fees are non-refundable.

## 2 Checklist

### The following must be provided:

Traffic Management Plan (TMP)

Public Liability Insurance  
/ Certificate of currency -  
minimum amount: \$20M

Reg 116 - Report & Consent  
if required

Memorandum of Authorisation  
from Vic Roads if required

If a Road/Lane Closure is  
required a copy of the proposed  
notification letter to affected  
properties to include:

- The date and hours of works
- The nature of works to  
be performed
- Contact name and phone  
number of the permit holder/  
site manager

(Letters must be distributed  
a minimum of 2 clear business  
days prior to permitted works)

## 3 Business details

Business name

ABN

ACN

## 4 Applicant details

First name

Last name

Postal address

Email

Best number to contact you on

## 5 Permit details

Site address

Are the works in relation to a building permit?

If you are unsure contact the Building department on 9209 6253.

No

Yes

Report and Consent permit  
(precautions over the street alignment)

/ 20

/ RC

Do you have an Asset Protection permit?  
Asset Protection permit number

/ 20

/ RC

Do the works require a full or partial road closure?

No

Yes - I need a Road Closure permit (additional fees apply)

You must provide a letter, two (2) business days prior to works, notifying all affected properties, police, fire and ambulance.  
The list of affected properties will be provided to you.

**6 Activity details - one permit will be issued per activity**

**Activity 1**

Description of activity e.g. painting or concrete pour

Which equipment will you use?

- Concrete pump                      Boom / cherry picker
- Mobile crane                      Hoarding
- Scissor lift                        Gantry
- Scaffold                            Other

Occupation dates - allow 5 business days for assessment

Start date                              End date

Which street frontage? - e.g. side street, provide address

**Activity 2**

Description of activity e.g. painting or concrete pour

Which equipment will you use?

- Concrete pump                      Boom / cherry picker
- Mobile crane                      Hoarding
- Scissor lift                        Gantry
- Scaffold                            Other

Occupation dates - allow 5 business days for assessment

Start date                              End date

Which street frontage? - e.g. side street, provide address

**Privacy policy**

The City of Port Phillip (the Council) is collecting your personal information for the purpose of processing your Street Occupation Permit application. The personal information will be used solely by the Council for this primary purpose or directly related purposes. The personal information that you provide will be used to respond to your application. You can apply to the Council for access and/or amendment of your personal information by contacting Council's Privacy Officer on 9209 6777.