

APPLICATION REQUIREMENTS
(Copy MUST be submitted with an application form)

Is this application in connection with a Building permit? YES / NO (please circle)

If works are in conjunction with development on the site that requires a Building Permit, a Report and Consent pursuant to regulation 604(4) must be obtained from the City of Port Phillip Building Department. Please contact the Building Department on (03) 9209 6253.

Report and Consent No.: _____

Site Plan/Drawing

The plan must show all safety measures for the management of traffic and pedestrian safety (e.g. signs, barricades, line markings), dimensions (e.g. area of use, area remaining, distance from any intersections), and any obstructions (e.g. signs, trees, bicycle racks, street furniture).

PRINCIPAL'S INDEMNITY AGREEMENT

OBLIGATION TO INSURE

The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$10M (or more). The Public Liability Policy shall be affected with an insurer approved by the Council.

The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer/User/Permit holder.

COUNCIL'S 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 the Permit once granted and be directly related to the negligent acts, errors or omission of the Permit Holder.

ACCEPTANCE OF TERMS & CONDITIONS (This Form Must Be Signed By the Applicant)

I declare that I am an authorised person to apply for the Street Occupation Permit and that all information in this application is true and correct.

I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

By signing this application, I agree that I have read, acknowledged, and accepted all of the terms and conditions, and disclosures contained in this document.

I accept that if I the applicant wish to cancel the permit once the invoice for the permit has been issued by Council, then the applicant will be liable to pay the application fee of \$85.00.

Application Checklist

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| <p>Copy of Public Liability Insurance <input type="checkbox"/></p> <p>Site Plan of Occupation <input type="checkbox"/></p> <p>Payment of application and permit fees <input type="checkbox"/></p> | <p>For payment details please refer to:-</p> <ul style="list-style-type: none"> • Fee Schedule • Payment Form for credit card details <p>(Cheques made payable to City of Port Phillip)</p> |
|--|---|

Applicant's Name:	
Applicant's Signature:	
Date:	

PRIVACY STATEMENT

The personal information requested on this form is being collected by the council for purposes of assessment in accordance with Community Amenity Local Law No. 3, Clause 11. The personal information will be used solely by the council for that primary purpose or directly related purposes.

The applicant understands that the personal information provided is for the purpose of considering the application for a Local Law Permit and that he or she may apply to the council for access to the information. Requests for access and or correction should be made to the Freedom of Information & Privacy Officer Governance & Engagement Department, City of Port Phillip.