

# City of Port Phillip - City Permits

St Kilda Town Hall, Cnr Carlisle Street & Brighton Road

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Website: [www.portphillip.vic.gov.au/building](http://www.portphillip.vic.gov.au/building)

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## WORK ZONE PERMIT APPLICATION

Community Amenity Local Law No. 3 Clause 11

**PLEASE ALLOW A MINIMUM OF 10 BUSINESS DAYS FOR ASSESSEMENT OF THIS APPLICATION**

<b>To:</b>	City Permits City of Port Phillip Private Bag 3, St Kilda VIC 3182
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Applicants Details			
<b>Site Address:</b>			
<b>Applicant/Business Name:</b>			
<b>Postal Address:</b>			
<b>A.B.N / A.C.N:</b>			
<b>Telephone Number:</b>			
<b>Facsimile Number:</b>			
<b>Mobile Number:</b>			
<b>E-mail Address:</b>			
<b>Period Time For Work Zone:</b>	From:	/ /	To: / /
<b>Do you have an Asset Protection Permit?</b>	<input type="checkbox"/> NO <input type="checkbox"/> YES		

WHAT ARE THE CURRENT PARKING ARRANGEMENTS WITHIN THE PROPOSED AREA (Please complete appropriate Box)	
<input type="checkbox"/> Timed Paid Parking	<input type="checkbox"/> Unrestricted Parking
<input type="checkbox"/> Angle Parking	<input type="checkbox"/> Restricted Parking OTHER Please State: <input style="width: 150px;" type="text"/>

APPLICATION REQUIREMENTS (Copy MUST be submitted with an application form)	
<input type="checkbox"/>	<b>Letter of consent from neighbouring property owners</b> If you require additional bays on either side of the site frontage, a letter of consent from the neighbouring property owners stating that they do not object to the Work Zone in front of their property is required with this application.
<input type="checkbox"/>	<b>Site Plan/Drawing</b> Site plan/drawing must clearly show the size of the Work Zone (i.e. number of parking bays required) and the location of the Work Zone.
<input type="checkbox"/>	<b>Payment of permit fee</b> No permit will be issued until payment in FULL is received

COSTS INVOLVED (up to 4 Parking bays or 24 metres, whichever is the lesser)	
<input type="checkbox"/> \$1,090.00 - up to 3 months	<input type="checkbox"/> \$2,550.00 - 9 months
<input type="checkbox"/> \$1,950.00 - 6 months	<input type="checkbox"/> \$3,175.00 - 12 months
<input type="checkbox"/> Additional parking bays, in excess of standard four bays: \$220.00 per bay per month	

## PERMIT CONDITIONS

1. All fees are non-refundable.
2. If the applicant wishes to cancel the permit once the invoice for the permit has been issued by Council, then the applicant will be liable to pay the administration fee of \$85.00
3. The size of the Work Zone is the frontage of the site, i.e. four parking bays or a maximum of 24 metres (whichever is the lesser).
4. Additional bays are negotiable at a cost of \$220.00 per bay per month.
5. The following hours of operation apply: 7.00am - 5.00pm, Monday to Friday – 9.00am – 3.00pm Saturdays unless otherwise agreed upon by Council.
6. Vehicles parked in Work Zones not displaying the permit are liable for parking fines.
7. Payment must be made prior to any sign installation.
8. Where a Work Zone is installed in existing paid parking areas, an additional cost equivalent to the cumulative total of the maximum fee charged per day for the period of the installation will be required.
9. A separate permit is required for placement of bins or other construction equipment on public land.
10. Permit is not effective until signage is installed. Installation of signage can take up to 14 business days.
11. **PLEASE TAKE NOTE:** Once your Work Zone is no longer required, you will need to complete and submit a Request for Work Zone Removal. Failure to do so may result in additional costs

## 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 Work Zone 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 administration fee of \$85.00.

### Application Checklist

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

**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.