

Application for Temporary Vehicle Crossing Permit

Community Amenity Local Law No. 1 Clause 40



Allow a minimum of 15 business days for assessment of your application.

Applicant Details											
Site Address:											
Applicant/Business Name:											
Applicant's Postal Address:											
Telephone Number:				Mobile Number:							
E-mail Address:											
ABN:				ACN:							
Public Liability Insurance Details											
Insurer:											
Policy Number:				Expiry Date:							
Dates required: Time-frame restrictions apply for all temporary crossovers.		From:		/		/		To:		/	
Do any of the following assets require relocation as a result of the proposed crossover?											
Note: The applicant is required to obtain approval from the relevant Authority and is responsible for all associated costs as a result of the relocation of any Authority assets to the satisfaction of the Authority.											
Pole		Telstra Pit		Drainage Pit		Fire Hydrant		Gas		Tree	
Parking Ticket Machine		Street Furniture		Parking Sign		Line Marking					
Other (please state):											

Application Requirements

Is this application in connection with a Planning Permit (please circle)? **YES** **NO**

If Yes, Planning Permit Number:

Site Plan/Drawing: A detailed site plan/drawing of the site of construction is required, and must show the following:

- All physical constraints (posts, poles, infrastructure, street trees); and
- Dimensions of the frontage of the property including the proposed location of the temporary crossover.

In some circumstances, due to the level differences between the property boundary, kerb invert and road surface, the vehicle crossing as allowed by the permit may not be suitable for all vehicle types and scraping may occur. If necessary for design checking, you may refer to Australian Standard AS2890.1 Parking facilities Part 1: Off-street car parking.

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 \$20M. 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.

Checklist

- site plan/drawing
- copy of Planning Permit and relevant endorsed plans (if applicable)
- copy of current Public Liability Insurance

Applicable fees will be invoiced upon receipt of application.

How to Apply

Email: devpermits@portphillip.vic.gov.au

Mail: City Permits, City of Port Phillip, Private Bag No. 3, PO St Kilda, VIC 3182

Acceptance of Terms and Conditions

I declare that I am an authorised person to apply for the Temporary Vehicle Crossing 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.

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. 1, Clause 40. 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 an Vehicle Crossing 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 Freedom of Information & Privacy Officer Governance & Engagement Department, City of Port Phillip.