

# Application for Road / Lane Closure

Community Amenity Local Law No. 1 Clause 14



**Allow a minimum of 5 business days for assessment.**

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:			
Location of Occupation							
Arterial Road				Local road			
				Laneway			
Other state:							
Is VicRoads M.O.A. required?		NO		YES			
Reason for Permit							
Crane Lift				Concrete Pump / Pour			
Other state:							
Date of works:		From:        /        /		To:        /        /			
Reason for Permit:							

## Acceptance of Terms and Conditions

I declare that I am an authorised person to apply for the Road Closure 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.

If the applicant wishes to cancel the permit once the invoice and permit has been issued by Council, then the applicant will be liable to pay the application fee.

**Applicant's Name:** .....

**Applicant's Signature:**..... **Date:** .....

## Application Requirements

- 1. Traffic Management Plan:** 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). Is a VicRoads M.O.A required?
- 2. Advice Police, Fire Brigade and Ambulance of Road/Lane Closures:** The permit holder of all Road/Lane Closures must advise the Police, Fire Brigade and Ambulance in the relevant area.

## 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.

## Application Checklist

- copy of current Public Liability Insurance
  - VicRoads M.O.A.
  - copy of Traffic Management Plan and written advice to Police, Fire Brigade and Ambulance
- Applicable fees will be invoiced upon receipt of application.

## How to Apply

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

Email: [devpermits@portphillip.vic.gov.au](mailto:devpermits@portphillip.vic.gov.au)

**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 14. 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 Road Closure 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.