

Application for 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:			
Reason for Permit (tick appropriate box):					
Construct new vehicle crossing	<input type="checkbox"/>	Alteration to existing vehicle crossing	<input type="checkbox"/>		
Existing Footpath Features (tick appropriate box):					
Drainage Pits	<input type="checkbox"/>	Hydrant/Gas	<input type="checkbox"/>	Trees	<input type="checkbox"/>
Ticket Machines	<input type="checkbox"/>	Street Furniture	<input type="checkbox"/>	Line Marking	<input type="checkbox"/>
Existing footpath material:					
Concrete/Pavement	<input type="checkbox"/>	Asphalt/Bitumen	<input type="checkbox"/>	Nature Strip	<input type="checkbox"/>
Footpath width from property boundary to kerb:					
Dimensions of proposed vehicle crossing	Length:		Width:		

Application Requirements

Is this application in connection with a Planning Permit **YES** **NO**

If Yes, Planning Permit Reference:

A scaled, dimensioned, endorsed copy of the Planning drawing must be enclosed with this application.

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 including utility pits, street trees etc.); and
- Dimensions of the frontage of the property including the proposed location of the temporary crossover.

Note: 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 (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
- site plan/drawing
- copy of Planning Permit and relevant endorsed plans (if applicable)

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 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 a 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.