

Application for Street Occupation

Community Amenity Local Law No. 1 Clause 14



Apply online <https://eservices.portphillip.vic.gov.au>

Allow 5 clear business days for assessment

The following must be provided:

- Completed and signed application form
- Traffic Management Plan (TMP)
Refer to "TMP01 - Example"
- Public Liability Insurance /
Certificate of currency - minimum amount: \$20M
- Reg 116 - Report & Consent if required
- M.O.A - Memorandum of Authorisation
from Vic Roads if required

- If a Road/Lane Closure is required a copy of the proposed notification letter to affected properties to include:

- The date and hours of works
- The nature of works to be performed
- Contact name and phone number of the permit holder/site manager

Letters must be distributed a minimum of 2 clear business days prior to permitted works.

Applicant Details							
Applicant/Business Name:							
Mailing Address:							
Mobile Number:			Telephone Number:				
E-mail Address:							
ABN:			ACN:				
Permit Details							
Address of works:							
Description of works:							
Location of works on the site:							
Type of Occupation – tick all that apply							
Concrete Pump	<input type="checkbox"/>	Mobile Crane	<input type="checkbox"/>	Scissor Lift	<input type="checkbox"/>	Scaffold	<input type="checkbox"/>
Boom / Cherry Picker	<input type="checkbox"/>	Hoarding	<input type="checkbox"/>	Gantry	<input type="checkbox"/>	Other	<input type="checkbox"/>
Dimensions proposed, according to your Traffic Management Plan?		_____ m Length x _____ m Width			= _____ m ²		
Dates of occupation:		Proposed Start date: ____ / ____ / 20____			End date: ____ / ____ / 20____		

Are the proposed works in relation to a building permit? If you are unsure refer to our website or contact the Building department on 9209 6253.	Yes		No	
Regulation 116 - Report and Consent	Ref: _____/20____/RC			
Asset Protection Permit	Ref: _____/20____/APP			
Is a full or partial Road/Lane Closure Permit required? Additional fees apply	Yes		No	

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.

Privacy Statement:

The City of Port Phillip (the Council) is collecting your personal information for the purpose of processing your Street Occupation Permit application. The personal information will be used solely by the Council for this primary purpose or directly related purposes. The personal information that you provide will be used to respond to your application. You can apply to the Council for access and/or amendment of your personal information by contacting Council's Privacy Officer on 9209 6777.

Acceptance of Terms and Conditions	
<p>By signing this application:</p> <ul style="list-style-type: none"> I declare that I am an authorised person to apply and that all information in this application is true and correct. I have read, acknowledged, and accepted all of the terms, conditions and disclosures contained in this document. <p>I understand and accept that all fees are non-refundable</p>	Signature:
	Date:
	_____ / _____ /20__

You will receive an invoice for the application fee.

Email:

devpermits@portphillip.vic.gov.au

In person:

St Kilda Town Hall
99A Carlisle St, ST KILDA 3182

Apply Online:

<https://eservices.portphillip.vic.gov.au>