Hoarding permit application form

Local Law 17, Protection and Management of Council Assets and Infrastructure

Applicant Details

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor of Works \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor emergency contact details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Works

Address of works \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of works \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reason for closure \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of occupation of land

Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you using any heavy machinery or demolition? 󠄃󠄃 Yes No

The Hoarding Permit fee

The Hoarding Permit fee is a monthly charge based on the square metre area of the site.

Less than 100m2 $500 per month

101m2 - 500m2 $750 per month

Over 500m2 $1000 per month

Fee calculation

Square metre area of site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Monthly Charge Number of Months Total

Protection of the Public Regulation 116 (4) Details:

Has a regulation 116 (4) consent been provided? 󠄃󠄃 Yes 󠄃󠄃 No

If yes, please provide consent number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public Liability

A public liability insurance certificate for minimum $20m cover must be provided with this application.

Asset Protection

An asset protection permit is required, to apply for an asset protection permit, visit [www.cardinia.vic.gov.au](http://www.cardinia.vic.gov.au) to apply online, apply in person at the Council Offices or contact Compliances Services on Ph. 1300 787 624 for further information on how to apply.

Documents required to be submitted with your application󠄃

󠄃 Public liability insurance certificate with a minimum of $20m cover for works.

󠄃 Site plan showing:

* Location of hoardings with clear foot path widths indicated
* All street furniture (E.g. kerb line, nearest street intersection, signs, poles, traffic lights, litter bins, bus stops, street trees, telephone or letter boxes).
* Details of the type of hoarding or gantry proposed (section, elevations, standard details, fixing details etc.) Note: all tripping hazards shall be avoided or clearly identified.
* Method / detail of restraining any hoarding or fencing to ensure that it remains stable in various weather conditions ( e.g. concrete weights, buttress fencing panels at 7.0m centres).
* Location of any lighting.

󠄃 Traffic management plan in accordance with AS1742.3 and VicRoads Worksite Code of Practice.

The traffic management plan must include:

* Full site plan showing all property boundaries, buildings, footpaths and roadway details.
* Location and type of hoarding / scaffolding to be used.
* Distance/ width of footpath to be taken up by the hoarding/ scaffolding and remaining footpath width available for pedestrian travel.
* Location and type of pedestrian signage to be used.
* Location of trees, power poles, street signs, street furniture, service hatches, fire hydrants etc.

Submitting the form

Please return completed form to Cardinia Shire Council.

In Person. Cardinia Shire Council Civic Centre

20 Siding Avenue

Officer Victoria 3809

Email. [mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au)

By Mail. Cardinia Shire Council

PO Box 7

Pakenham Victoria 3810

If submitting by email or post a member of our Customer Service team can contact you to arrange payment over the phone.

Disclaimer

By signing this application I declare that I am authorised to apply for this permit on behalf of the owner or principal contractor.

I have attached all additional documents required as per the above checklist and all information provided is true and correct.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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