

# Hoarding (Street Occupation) Permit Application Form



Community Local Law 2024 - 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: \_\_\_\_\_  
Reason for closure: \_\_\_\_\_

## Date of occupation of land

Start date: \_\_\_\_\_  
End date: \_\_\_\_\_

Are you using any heavy machinery or demolition? ☐ Yes ☐ No

## The Hoarding (Street Occupation) Permit fee

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

Less than 100m <sup>2</sup>	\$555.30 per month
101m <sup>2</sup> - 500m <sup>2</sup>	\$831.60 per month
Over 500m <sup>2</sup>	\$1109.00 per month

## Fee calculation

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

_____	X	_____	=	_____
Monthly Charge		Number of Months		Total

## Protection of the Public – Building 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 \$20 million 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.

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## Documents required to be submitted with your application

- ☐ 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.

Email: <a href="mailto:mail@cardinia.vic.gov.au">mail@cardinia.vic.gov.au</a>	Post: Cardinia Shire Council PO Box 7 Pakenham Victoria 3810	In Person: Cardinia Shire Council Civic Centre 20 Siding Avenue Officer Victoria 3809
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If submitting by email or post a member of our Customer Service Team will 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

## **Cardinia Shire Council Privacy Collection Statement**

Personal information collected by Council, its external service providers or contractors, is used for municipal purposes as specified in the Local Government Act 2020. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation, and who are bound by substantially similar obligations. The applicant understands that the personal information provided is for the purpose intended and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer on 1300 787 624 or [mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au).