



# APPLICATION FORM

## RESIDENTIAL BUILDING SITE - CONSTRUCTION HOARDING PERMIT

*(For use by builders when occupying space on footpath or nature strip permit when constructing residential dwellings)*

### APPLICANT'S DETAILS

Applicant's Name: .....

Organisation Name: .....

Organisation's ABN: .....

Organisation Address: .....

Suburb: ..... Post Code: .....

Telephone: ..... Mobile: .....

Business: ..... Fax: .....

Email: .....

I, the applicant am:  The director of the above company  The site supervisor

### PERMIT DETAILS

Commencement Date: ..... Completion Date: .....

Proposed Site/Address: .....

Suburb: ..... Post Code: .....

Type of Works/Activity: .....

Space Required:  Nature Strip  Footpath

### INFORMATION REQUIRED

Have you attached your Asset Protection?  Y  N

You must provide a copy of Public Liability. Have you attached a copy?  Y  N

**A PERMIT WILL NOT BE GRANTED IF THE ABOVE DOCUMENTS/INFORMATION IS NOT SUBMITTED WITH YOUR APPLICATION**

### FEES

#### CALCULATE YOUR FEES HERE

Nature Strip / Footpath Hoarding Fee for 1 month <i>(including administration fee)</i>	<input type="checkbox"/> \$255.00
Every month there after <i>(no pro rata fee applicable)</i>	<input type="checkbox"/> \$210.00
	X ..... Extra months
Site Sheds - per month <i>(no pro rata fee applicable)</i>	<input type="checkbox"/> \$312.00
	X ..... Months
<b>TOTAL:</b>	<b>\$</b> .....

### PEDESTRIAN MANAGEMENT PLAN

Type of devices used for your pedestrian management:

Signs  Bollards  Witches Hats/Traffic Cones

Tape  Lights  Other: .....

### OFFICE USE ONLY

#### GL Narrative

Application Fee 1LL Permit No GST Occupy Space Permit Fees do NOT fall within the scope of the GST

Other Fee 1LL Permit GST (eg. Parking Bays, Site Shed, Hoarding) Fees DO fall within the scope of the GST



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## PEDESTRIAN MANAGEMENT PLAN

Please provide a plan/diagram of your Pedestrian Management where pedestrians will be affected:

## COMMUNITY AMENITY LOCAL LAW

### PART 3 – PROTECTION OF COUNCIL LAND AND ASSETS

57. Where a person is required to undertake any works on Council land or a road that person must obtain all necessary permits, consents and licences and:
- 57.1 undertake those works safely;
  - 57.2 provide and maintain pedestrian and traffic control devices during the course of the works; and
  - 57.3 ensure that any pedestrian or traffic control device which is being used on or in respect of the land complies with Australian Standard AS 1742.3 published by or on behalf of Australian Standards.

**Maximum Penalty: 20 Penalty Units**

**Fixed Infringement Notice Penalty: 5 Penalty Units**

**You must ensure that the nature strip and footpath are reinstated to their original condition on completion of the hoarding period.**

## DECLARATION

I hereby undertake to comply with the requirements of the Wyndham City Council's Community Amenity Local in relation to public safety and amenity in public places and any special conditions as required by an Authorised Officer of the Council.

Signature of Applicant ..... Date .....

**PRIVACY NOTE:** Your personal information is being collected by Council for a Construction Hoarding Permit. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for Council to deliver services and information to you. For further information on how your personal information is handled, visit Council's Privacy Policy on Wyndham's website.

# PAYMENT OPTIONS

## IN PERSON

Payment can be made with cash, cheque/money order, eftpos and credit card in person at: *Civic Centre, 45 Princes Hwy, Werribee.*

## BY POST

Forward your cheque/money order along with your completed application form and all additions documents to:  
*Wyndham City Council, PO Box 197, Werribee 3030.*

**CHEQUES/MONEY ORDERS SHOULD BE MADE PAYABLE TO WYNDHAM CITY COUNCIL AND BE CROSSED WITH NOT NEGOTIABLE. POST DATED CHEQUES WILL NOT BE ACCEPTED**

## CREDIT CARD

Please complete the credit card authority below and return to Council with your completed application form to Wyndham City.

### PAYMENT AUTHORITY

Card Type:  Visa  MasterCard *No other cards types accepted*

Card Number: .....

Card Expiry: ..... / ..... Card Holder's Name: .....

Telephone: ..... Mobile: .....

**I authorise Wyndham City Council to collect this information for the purpose of processing my payment. It will not be disclosed or used for any other purpose and may be accessed by me upon request.**

Signature: ..... Date: .....