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| **APPLICANT DETAILS:** |  |
| Name: | |
| Address: | |
| Suburb: | Postcode: |
| Telephone: | Email Address: |

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| **LOCATION DETAILS** |  |
| Park/Reserve Name (if known): | |
| Address: | |
| Suburb: | Postcode: |
| Provide an aerial image of the surrounding area detailing the Park/Reserve access and the proposed route to your property. | |

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| **REASON FOR ACCESS** |  |
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| **DURATION OF ACCESS** |  |
| One Single Day. | Multiple Consecutive Days. (Not more than 5) |
| Expected Start and Finish Dates: | |

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| **TYPE OF VEHICLE REQUIRING ACCESS** | | |  | |
| Boat. | Car. | Caravan. | | Crane. |
| Earthmoving Machinery. | Trailer. | Truck. | |  |
| Other (specify): | | | | |

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| **AFFECTED INFRASTRUCTURE** |  | | |
| Does the Park/Reserve have a locked gate/bollard that you will require access through? | | Yes | No |
| Does the Park/Reserve have a concrete crossover allowing direct access from the roadway? | | Yes | No |
| Does your property have an access gate within the boundary fence? | | Yes | No |
| Do you need to remove a section of the boundary fence to gain access to your property? | | Yes | No |

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| **SAFETY MANAGEMENT FOR THE PUBLIC** | | | |
| Hazard Tape. | Rotating Beacon. | Rumble Boards. | Spotter. |
| Temporary Fencing. | Traffic Cones/Bollards. |  |  |
| Other (specify): | | | |

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| **CONTRACTOR DETAILS: (if applicable)** | |
| Company: | |
| ABN / ACN: | |
| Address: | |
| Suburb: | Postcode: |
| Telephone: | Email Address: |
| Name of Works Site Manager: | |
| Telephone: | |
| Provide a copy of the contractors current Public Liability Insurance document (minimum $10,000,000 cover is required). | |
| Provide a copy of the completed Job Safety Analysis worksheet (JSA) attached. | |
| **Note:** If no contractor details are specified, it is expected that access will only be conducted by the applicant. Unauthorised access conducted by other parties will be enforced accordingly under the Community Amenity Local Law 2015. | |

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| **FEES APPLICABLE** |  |
| Permit fee: $100.00 Bond: To be determined  The permit fee and any relevant bond will be invoiced to the applicant after assessment and approval of the proposal. The bond amount will be released once Council Officers have inspected the location and are satisfied that the area has not been damaged, or that reinstatement of assets has been completed to Council satisfaction. | |

**The completed application form and accompanying documentation can be submitted to**

[**mail@wyndham.vic.gov.au**](mailto:mail@wyndham.vic.gov.au) **or posted to PO Box 197, Werribee VIC 3030**

Note: This application form must be submitted to Council a minimum of 10 business days prior to the proposed start access date.

**Job Safety Analysis Worksheet**

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| **Activity**  List the tasks required to perform the activity in the sequence they are carried out. | **Hazards**  Against each task list the hazards that could cause injury when the task is performed. | **Risk control measures**  List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. | **Who is responsible?**  Write the name of the person responsible (supervisor or above) to implement the control measure identified. |
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