

2025/26 OCCUPYING SPACE ON FOOTPATH OR NATURE STRIP PERMIT

Note: The permit application, a copy of your Public Liability Insurance Certificate of Currency and the fees payable must be received at least **21 days** prior to the application commencement date. No footpath or nature strip hoarding can commence until the Permit is issued by Wyndham City. Completion of this form does not guarantee that a Permit will be granted.

APPLICANT'S DETAILS

Applicant's Name:
 Organisation Name:
 Organisation Address:
 Suburb: Post Code:
 ABN: Telephone:
 Mobile: Business:
 Email: Fax:
 I, the applicant am: ☐ An Agent of the Owner ☐ the Principal Contractor

PERMIT DETAILS

Commencement Date: Completion Date:
 Proposed Site/Address:
 Suburb: Post Code:
 Type of Works/Activity:
 Space Required: ☐ Nature Strip ☐ Footpath ☐ Parking Bay(s)
 Type of Works: ☐ Minor Works ☐ Major Works (works exceeding 48 hours)

INFORMATION REQUIRED

Have you attached your Asset Protection? ☐ Y ☐ N
 Have you provided a Certificate of Currency for your Public Liability insurance? ☐ Y ☐ N

A PERMIT WILL NOT BE GRANTED IF THE ABOVE DOCUMENTS/INFORMATION IS NOT SUBMITTED WITH YOUR APPLICATION
Public liability insurance must be for a minimum of \$20 million

FEES (Non-Refundable)

CALCULATE YOUR FEES HERE

Application Fee (excluding Parking Bay Hire)		= \$ 323.15	☐	\$.....+
Footpath Hoarding Fee (per m ² per week)	\$4.20 x m ² x weeks	= \$.....	☐	\$.....+
Site Sheds (per week)	\$150.00 x weeks	= \$.....	☐	\$.....+
Parking Bay Hire Application Fee		= \$ 147.35	☐	\$.....+
Parking Bay(s) Hoarding Fee (per day)	\$75.90 x days	= \$.....	☐	\$.....+
Construction Zone Fee (Up to 4 bays for max 6 months)		= \$ 4450.00	☐	\$.....+
<i>Each bay thereafter</i>	\$900.00 x bays	= \$.....	☐	\$.....+
Infrastructure Works (No fees applicable)		= \$ 0.00	☐	\$.....+
TOTAL:				\$

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
 Other Fee 1LL Permit GST E.g. Parking Bays, Site Shed, Hoarding

Fees do NOT fall within the scope of the GST
 Fees DO fall within the scope of the GST

PEDESTRIAN MANAGEMENT PLAN

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

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:

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

DECLARATION

I hereby undertake to comply with the requirements of the Wyndham City Council's Community Amenity Local, any Permit Conditions, and any directions given by an Authorised Officer of the Council.

Signature of Applicant Date

PRIVACY NOTE: Your personal information is being collected by Council for this Occupy Space on Footpath or Nature Strip 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 Council's website.