



# APPLICATION FORM

## 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 ( <i>excluding Parking Bay Hire</i> )	= \$ 323.15	<input type="checkbox"/>	\$.....+
<b>Footpath Hoarding Fee</b> ( <i>per m<sup>2</sup> per week</i> )	\$4.20 x ..... m <sup>2</sup> x ..... weeks	= \$.....	<input type="checkbox"/> ..... \$.....+
<b>Site Sheds</b> ( <i>per week</i> )	\$150.00 x ..... weeks	= \$.....	<input type="checkbox"/> ..... \$.....+
Parking Bay Hire Application Fee	= \$ 147.35	<input type="checkbox"/>	\$.....+
<b>Parking Bay(s) Hoarding Fee</b> ( <i>per day</i> )	\$75.90 x ..... days	= \$.....	<input type="checkbox"/> ..... \$.....+
<b>Construction Zone Fee</b> ( <i>Up to 4 bays for max 6 months</i> )	= \$ 4450.00	<input type="checkbox"/>	\$.....+
<i>Each bay thereafter</i>	\$900.00 x ..... bays	= \$.....	<input type="checkbox"/> ..... \$.....+
Infrastructure Works ( <i>No fees applicable</i> )	= \$ 0.00	<input type="checkbox"/>	\$.....+
<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	E.g. Parking Bays, Site Shed, Hoarding	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 PERSON

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

### BY PHONE

Payment can be made by calling Wyndham City Council on 1300 023 411.

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

## 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.