

# Works within Road Reserves Permit Application Form (Vehicle Crossing, Road Opening / Occupation, Skip Bin)

## Applicant Details

Applicant Name..... Phone.....  
 Site Address:.....  
 Email:.....

## Contractor Details

Name..... Phone.....  
 Address:.....  
 Email:.....

## Payee Details / Bond Refund

Name..... Phone.....  
 Address:.....  
 Email:.....

## Works in Road Reserve Permit required for:

- New Vehicle Crossing  Vehicle Crossing Replace / widening  Stormwater/Water tapping  
 Number of Crossings.....
- Service Authority Works  Skip Bin  Road Occupation - *square meters*.....  
*(Road Occupation permits incur a charge of \$4.20 per square meter per week for the area to be occupied in addition to the permit fee)*

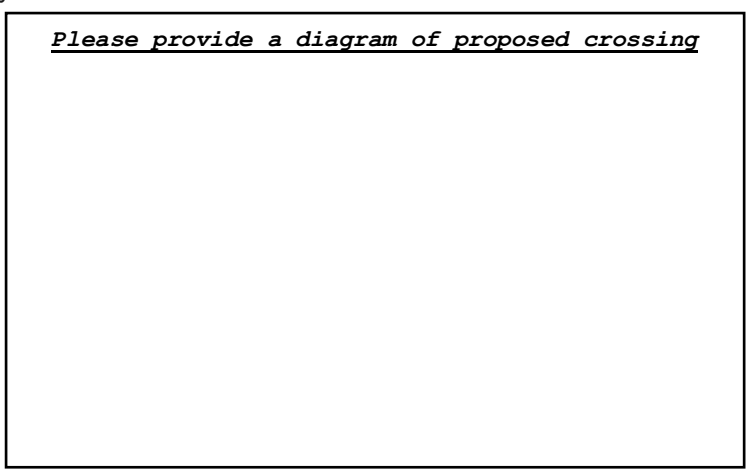
## Please tick if any of the following is in close proximity to proposed vehicle Crossings (1m or less)

- Light Pole  Parking Bay  School Crossing  Fire Hydrant  Tree  Sewer Pit
- Stormwater Pit  Telecom Pit  Electricity Pit  Intersection
- Roundabout  Traffic Island  Other

## Skip Bin Details

Residential  Commercial   
 Proposed Placement Date...../...../.....  
 Proposed Collection Date...../...../.....

Please provide a diagram of proposed crossing





## **Credit Card Details –**

Please charge my credit card for the amount of \$ \_\_\_\_\_

Credit Card No.

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Bank Card / Master Card / Visa Card

Expiry Date \_\_\_\_\_ / \_\_\_\_\_

Card Holders Name \_\_\_\_\_ (Please Print)

Card Holders Signature \_\_\_\_\_

**PRIVACY COLLECTION STATEMENT** - Hobsons Bay City Council is committed to protecting your privacy. The personal information collected on this form will be used by Council in processing payment of your asset protection deposit and inspection fees. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. You have a right to access your personal information and make corrections. If you have any queries or wish to gain access to amend your information please contact Council's City Services department on 1300 179 944.

### **NOTE:**

- The permit applicant/holder must hold a current public liability insurance policy with a cover of not less than \$10 million per claim, and that all responsibility for liability and/or claims for damages which arise as the result of the work are to be borne by the person or company to whom this is issued. Insurance must remain current for the duration of the works otherwise this permit will become invalid (Note: Council may request to sight your Insurance Policy at any time).
- Vehicle crossings must be inspected by Councils authorized officer prior to pouring of any concrete, please phone 1300 179 944, 24 hours prior to any concrete pour to book the required inspection.
- Permits are valid for 90 days from the date of issue and additional fees apply for permit extensions.
- Council reserves the right to charge a bond under certain circumstances.
- The application is non-refundable and the issued permit must be available on site at all times whether the permit holder or any other person is carrying out the works.
- Any works in addition to those prescribed in this permit must not be conducted without prior approval by Council's appointed officer.
- Ensure that adequate & effective safety precautions (including traffic management to VicRoads code of practice if required) are adhered to at all times. Barriers and signs must be installed at the work site for the entire duration of the works in accordance with the Standards Association of Australia & The Road Management Act requirements.
- Restriction of the free passage of traffic, including pedestrians, should be minimised, in both time and work area.
- Works which will affect access to, or the safe navigation of, a public carriageway must be completed within one day, between the hours of 8am and 5pm Monday – Friday or 9am and 5pm any other day. Any variation to this requirement must be ratified by Council's appointed officer before starting works.
- Any further work by Council to a road opening that fails or does not meet Council's specifications will be at the cost of the permit holder. This includes the cost of any additional inspections required.
- On the completion of works the area around the work site must be restored to a safe, clean and tidy condition and all surplus material must be removed. Any damage to the road surface will be repaired by the council at the permit holder's expense unless prior arrangements have been made. If applicable, deposit refunds will not be processed until a site inspection has taken place to satisfy compliance with the permit conditions.
- Council may at any time assume control of the work site, should the permit holder fail to comply in a timely manner with the requirements of this permit or the directives of Council's Delegated Officer. Any costs associated with the permit holder failure to comply will be passed on.
- Council reserves the right to charge an additional fee should the scope of works change from that stated on the permit.
- Council reserves the right to charge an additional inspection fee if the vehicle crossing is not ready for inspection at the time of an agreed inspection time or when failure to comply with Council's specifications, necessitates another inspection.