**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.

If the application is in relation to construction work that requires a building permit, you must also provide either an approved Report and Consent under reg 116 OR a letter from your Building Surveyor stating that no 116 is required.

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:

Telephone: Mobile:

Business: Fax:

Email:

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)*

**DOCUMENTS REQUIRED**

⬜ Copy of current Public Liability Insurance (must be for an amount of at least $20 million per single event)

⬜ Detailed Site Plan

⬜ Traffic Management Plan (where the proposed Works/Activity require)

⬜ Pedestrian Management Plan (where the proposed Works/Activity require)

**REPORT AND CONSENT – PROTECTION OF THE PUBLIC REGULATION 116**

Precautions must be taken before and during works to protect the safety of the public. A Council Report and Consent is

required for temporary fencing, gantries and hoardings occupying or encroaching over the street alignments.

For more information, please contact Wyndham’s Building Services Department on 9742 0994.

**If this application is in relation to construction works requiring a building permit, an endorsed Report & Consent under regulation 116 OR a letter from your Building Surveyor stating that you do not require report & consent under reg 116 MUST be attached to this application.**

**Failure to attach one of the above documents will mean your application will be returned without assessment and any fees paid may not be refunded.**

**FEES (Non-Refundable) CALCULATE YOUR FEES HERE**

Application Fee *(excluding Parking Bay Hire*) = $ 313.15 ⬜ $..................+

**Footpath/Nature Strip Hoarding Fee** *(per m² per week)* $3.80 x ……..….. m² x ……..…… weeks = $............... ⬜ $..................+

 **Site Sheds** *(per week)* $100.55 x ……………. weeks = $............... ⬜ $..................+

Parking Bay Hire Application Fee = $ 142.80 ⬜ $..................+

 **Parking Bay(s) Hoarding Fee** *(per day)* $73.55-x ………..… days = $............... ⬜ $..................+

 **Construction Zone Fee** *(Up to 4 bays for max 6 months)* = $ 4255.00 ⬜ $..................+

 *Each bay thereafter* $851.25 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:

**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 4 – CONSTRUCTION AND BUILDING SITES**

**Works on Council Land**

**78.** 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.

**79**. A person must not, without a *permit*, occupy or fence off, erect a hoarding or scaffolding on, use a mobile crane or travel tower for any work on, or make or fill a hole or excavation in any road or part of a *road*.

**80.** A person must not, without a *permit*, remove, damage or interfere with a temporary traffic signal, sign, barrier or other structure erected to protect pedestrians or regulate traffic on any *road*.

**81.** Clauses 81,82 and 83 do not apply to any authority undertaking works to improve or repair public infrastructure, if the authority notifies Council in writing of the works to be undertaken.

**DECLARATION**

I hereby undertake to comply with the requirements of the Wyndham City Council’s Community Amenity Local (2023), 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.