

Hoarding or Occupation of the road application form and guidelines

*Road Management Act 2004 part 5
 Division 1 - clause 63*

Applicant's Name _____

Applicant's Address _____
 wish to apply for a

- Permit to erect a temporary hoarding over a footpath or nature strip
- Permit to occupy the road reserve or part thereof
- Permit to close or part close laneway

Reason for works

at (site address)

The area of occupation is _____ square metres.

The estimated period of occupation from _____ to _____ = _____ weeks.

For further information I may be contacted on (ph) _____ between the following times: _____ and _____.

Date _____ Signature of applicant _____

Council collects your personal information for the purpose of enforcing its local law. Your information may also be used for internal research purposes. If you do not provide your information to Council, we may be unable to process your application. If you have any queries or wish to gain access to your information, please contact Council's Privacy Officer on 9599 4444 or at privacy@bayside.vic.gov.au

Fees: \$7.00/m²/week	\$ _____
Admin & Insp fee	\$170.00 (non refundable)
Security \$22.00/m²	\$ _____
Total	\$ _____

- * Please ensure a site plan of the hoarding area and a copy of your public liability insurance certificate is included with your application.
- * If you are closing part of the road please ensure you have supplied a Traffic Management Plan.

Your permit may not be granted without this information

..... (Approved by)

Form of indemnity for individuals

Please do not complete this page if you intend providing a photocopy of your public liability insurance.

This is a legally binding agreement.

Name of guarantor	
Address	
Occupation	
Name of organisation	

It is between Bayside City Council and the person named above guarantor. It arises out of an indemnity given by the company or incorporated association named above organisation concerning the proposed issue of a permit to the organisation under the *Road Management Act 2004*.

The guarantor agrees that, in exchange for Council issuing the permit under the Local Law, the guarantor will pay and make good to Council on demand any loss, damage, costs and expenses incurred by Council as a result of the organisation's refusal or failure to honour the indemnity given by it.

The guarantor further agrees that any negligence or tolerance by Council in attempting to obtain payment or enforce the performance of the organisation's indemnity will not release or, in any way affect, the guarantor's liability under this agreement.

Finally, the guarantor agrees that the guarantee given under this agreement is a continuing guarantee and that the guarantor's liability will not be affected by any indulgence shown to the organisation by Council.

Signed sealed and delivered by)

guarantor)

in the presence of:)

.....

Witness

.....

Date

**Form of indemnity for companies
(and incorporated associations)**

Please do not complete this page if you intend providing a photocopy of your public liability insurance.

This is a legally binding agreement.

This indemnity is between Bayside City Council and the company or incorporated association named (organisation).

It arises out of a proposal by Council to issue a permit to the organisation under the *Road Management Act 2004*.

The organisation agrees that, in exchange for Council's issue of the permit under the Local Law, it will indemnify Council and keep Council indemnified against any and all liability (including liability and negligence) and any and all loss, damage, costs and expenses incurred by Council which arise out of anything done or omitted to be done by the organisation in or on the area which is the subject of the permit.

Signed sealed and delivered by)
insert name)
for and on behalf of the organisation in the)
presence of)

.....
Witness

.....
Date

Application requirements

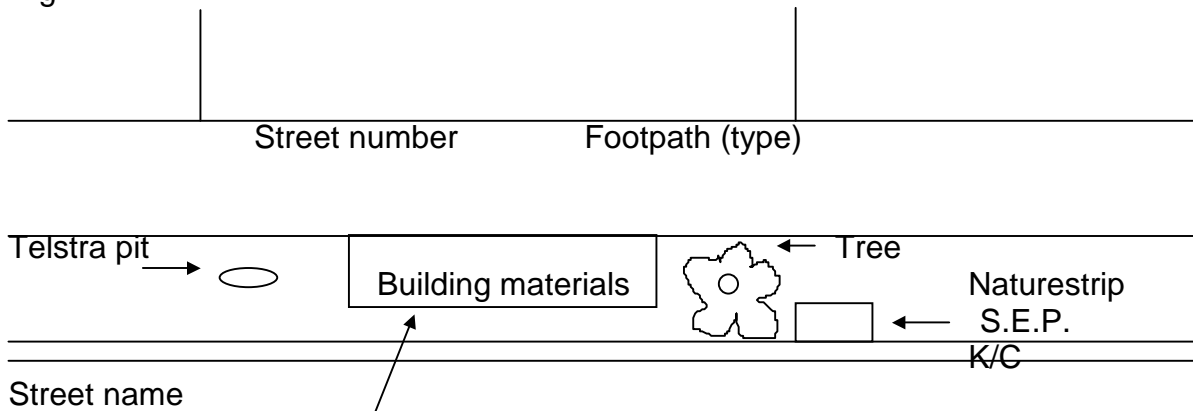
The following must be attached to the hoarding permit application form.

1. A current copy of Public Liability insurance (indemnifying Bayside City Council)
2. A site plan showing the area being used for hoarding. This plan must be true and correct.

The site plan must show:

- property boundaries and approximate distance from nearest street corner
- vehicle crossings
- footpath (concrete or asphalt)
- naturestrip
- kerb and channel
- road reserve
- foliage / vegetation e.g. trees, shrubs, etc.
- all service authority assets e.g. power poles, Telstra pits, drainage pits, sewerage pits, fire hydrants, etc.

E.g.



Including dimensions of area used. (eg. 6.3m x 1.5m = 9m²)

Disbursement slip: Regulatory Services – Hoarding permit

T290	Permit	T1122.1111.99	\$
T295	Security	J7427	\$ _____

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Received from (applicant) _____

Site address _____

Conditions and guidelines

1. The permit holder shall ensure that the permit is kept current at all times. Council must be notified immediately any portion of the hoarding is erected or removed. Unless this advice is received all the space allocated may be fully charged for.
2. Any work on or adjacent to the site shall not represent an unacceptable risk to health and safety to the public.
3. During road occupation a clear width of 1.5 metres shall be provided for pedestrian traffic to walk without walking onto the carriageway. The pedestrian route shall have a firm, even and free draining surface, free from steps and obstructions. The route for pedestrian traffic shall be clear of nature strip trees, signposts or other similar obstructions.
4. Seats, litter bins, planter boxes, etc. shall not be relocated without the approval of the Manager Street Services.
5. Where a nature strip tree is affected, before erecting a hoarding or awning, contact Council's Parks and Recreation section on 9599 4444. It is an offence to destroy, damage or interfere with nature strip trees without the approval of the Parks and Recreation section.
6. Pits and valve covers, hydrants, etc. must remain readily accessible.
7. The hoarding or awning shall not obstruct motorists' line of sight or cause danger to any road user.
8. Two steady yellow lamps shall be provided from sunset to sunrise on the ends of the hoarding with additional lamps at a maximum of 10 metre centres along the length of the hoarding.
9. Support for the hoardings must be arranged so that hoarding panels are stable under all conditions. (The hoardings shall be designed for the appropriate wind category).
10. Gates in the hoardings shall open inwards.
11. Hoarding panels shall be 20mm minimum, solid faced boarding, plywood or other approved materials and be painted and kept clean at all times. No placards shall be posted on the hoardings.
12. Hoardings shall be maintained in good condition and no objects shall protrude beyond the face of the hoarding. Any damaged hoarding shall be repaired or replaced immediately.
13. The mixing of materials or storage of materials, outside the area permitted to be occupied is not permitted.
14. The permit holder shall make provision for traffic and pedestrians in accordance with these conditions and the relevant sections of *AS1724.3, Manual for Uniform Traffic Control Devices, Part 3, Traffic Control Devices for Works on Roads*.
15. When installing hoardings, gantries, timber barricades etc, there is to be no advertising material in order to comply with the Council's Local Laws and EPA requirements. A builders board with contact details to be displayed pertaining to the site is permitted.