

Road Opening Permit Application

Local Law No. 2 Neighbourhood Amenity

PLEASE ALLOW A MINIMUM OF 5 BUSINESS DAYS FOR ASSESSEMENT OF THIS APPLICATION

- Road Opening Permit Fee \$219.45 + Reinstatement Fee if applicable.

If a partial or full road closure is required as a result of the road opening works, a road closure permit is required.

Applicant Details											
Site Address:											
Applicant/Business Name:											
Applicant's Postal Address:											
Telephone Number:					Mobile Number:						
E-mail Address:											
ABN:					ACN:						
Public Liability Insurance Details											
Insurer:											
Policy Number:					Expiry Date:						
Do you have an Asset Protection Permit?											
NO	<input type="checkbox"/>	YES	<input type="checkbox"/> /						APP	<input type="checkbox"/>
Type/Location of Road Opening (tick appropriate box)											
Sewer Connection		<input type="checkbox"/>	Water Connection		<input type="checkbox"/>	Electrical/Power Connection		<input type="checkbox"/>			
Communications Connection		<input type="checkbox"/>	Service Authority Works		<input type="checkbox"/>	Other (please state)		<input type="checkbox"/>			
What part of the Road Reserve are your works in?											
Footpath	<input type="checkbox"/>	Nature Strip	<input type="checkbox"/>	Road or Lane	<input type="checkbox"/>	Car Park	<input type="checkbox"/>	Kerb Channel	<input type="checkbox"/>		
Size of Opening:		M Long		x	m Wide		=	m²			
Period of time for occupation		From:		/	/	To:		/	/		
Do any of the following assets require relocation as a result of the proposed Road Opening? (Tick appropriate box)											
Please take note: the applicant is responsible for all associated costs as a result of the relocation of any Council assets.											
Parking Ticket Machine		<input type="checkbox"/>	Street Furniture		<input type="checkbox"/>	Litter Bin		<input type="checkbox"/>	Other (please state)		

Application Requirements

Memorandum of Authority (if applicable): A VicRoads M.O.A. is required from the Coordinating Road Authority to conduct work in a road reserve (e.g. public/arterial roads). Additionally, under the Road Safety (Road Rules Regulations), if a major traffic control item (e.g. introducing a speed reduction or the installation of temporary traffic lights) is to be utilised, a M.O.A. must be obtained.

Site Plan/Drawing: Site plan/drawing must clearly show the following: (a) the area of the opening including all dimensions; and (b) safety measures (signs, barricades, line markings etc.) for the management of pedestrians.

Traffic Management Plan (if applicable): The plan must show all safety measures for the management of traffic and pedestrian safety (e.g. signs, barricades, flashing lights etc.) and clear dimensions (e.g. area of use, area remaining, distance from any intersections), and any obstructions (e.g. signs, trees, bicycle racks, street furniture) in accordance with the ASI 742.3 temporary roadwork's code of practice. The applicant is responsible for the accuracy of the plan.

Legal Point of Discharge (if applicable): A legal point of discharge must be obtained before a permit for Stormwater drainage works can be issued.

Site Condition Photos: Prior to commencement of works, site condition photos are required to establish/confirm the extent of reinstatement on completion of works.

Principal's Indemnity Agreement

Obligation to insure: The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$10M (or more). The Public Liability Policy shall be affected with an insurer approved by the Council. The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer/User/Permit holder.

Council's indemnity: The Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under the Permit once granted and be directly related to the negligent acts, errors or omission of the Permit Holder.

Application Checklist

- completed application form
- copy of current Public Liability Insurance
- copy of VicRoads M.O.A., Traffic Management Plan, site plan/drawing, legal point of discharge, site condition photos

Acceptance of Terms and Conditions

I declare that I am an authorized person to apply for the Road Opening Permit and that all information in this application is true and correct.

I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

By signing this application, I agree that I have read, acknowledged, and accepted all of the terms and conditions, and disclosures contained in this document.

If the applicant wishes to cancel the permit once the invoice and permit has been issued by Council, then the applicant will be liable to pay the application fee.

Applicant's Name:

Applicant's Signature: **Date:**

Applications can be submitted Via Email: enquiries@bayside.vic.gov.au or in person at Council's Corporate Centre, 76 Royal Avenue, Sandringham from 8.30am to 5pm (Monday to Friday) or Via Post.

Privacy Statement: The personal information requested on this form is being collected by the council for purposes of assessment in accordance with Local Law No. 2 Neighbourhood Amenity. The personal information will be used solely by the council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of considering the application for an Asset Protection Permit and that he or she may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information Officer Governance, Bayside City Council.