

APPLICANT DETAILS

Applicant/company name: _____

Address: _____

Suburb: _____ Postcode: _____

Mobile: _____ Telephone: _____

Email: _____

APPLICATION MUST BE SUBMITTED **four (4) WEEKS PRIOR TO REQUESTED START DATE**

Completed applications can be sent to civiccomplianceunit@gleneira.vic.gov.au

WORKS ZONE INFORMATION

A works zone is a parking restriction which provides for a dedicated area on the road carriageway in which only construction vehicles can park. Under Rule 181 of Road Rules — Victoria:

“A driver must not stop in a works zone unless the driver is driving a vehicle that is engaged in construction work in or near the zone.”

Council will consider installing a works zone for construction works under the following conditions:

- Works zones will only be installed along the property boundaries of the site for a maximum of four parking bays (26 metres in total — 4m x 6.5m long bays) with the fees relating to the duration of time indicated below. Additional bays can be requested at a monthly cost per bay. Please refer to the fee table below.
- The works zone will apply between 7am and 8pm Monday to Friday, and 9am to 6pm Saturday. A Planning Permit may specify reduced hours. This excludes any clearway or no stopping restrictions, or any location deemed unsuitable by Council.
- Where a works zone is installed in paid parking areas, an additional fee will be charged equivalent to the cost of the maximum fee charged per day for the requested duration of the works zone.
- Works zones may not be permitted in areas occupied by bus or tram stops (or similar) without the written consent of the operator.
- Works zone is only for the parking of vehicles engaged in construction works in or near the zone. A separate Council Land or Road Occupation Permit will be required for any other requirements.

FEES

Application fee \$236.50

Per works zone	Small (single dwelling/ dual occupancy)	Large developments
Three months or less	\$1,350	\$2,700
Six months	\$2,500	\$5,200
12 months	\$4,900	\$10,300

Other fees that may apply

Additional bays (per month)	\$350	\$700
Extensions (per month)	\$650	\$1,100
Signage install and dismantle fee	N/A	\$365

LOCATION AND PERIOD REQUIRED FOR WORKS ZONE

Address: _____

Length (in metres): _____

Requested start date: _____ Requested end date: _____

* Monday–Friday start time: _____ end time: _____

* Saturday start time: _____ end time: _____

*Work zone hours maximum times: Monday–Friday 7am–8pm, Saturday 9am–6pm.

PLAN OF SITE AND PROPOSED WORKS ZONE LOCATION

All relevant information must be shown, including property boundaries, streets, the proposed works zone area, nearest intersection, existing parking control signage, street furniture, power poles, pits, etc. This information can be submitted within the application or as a separate document with supporting plans.

Applicant’s signature: _____ Date: _____

CONDITIONS OF APPROVAL

I undertake that the use of the works zone shall be carried out in strict conformity with the provisions of:

Council’s *Community Local Law 2019 clause 12 — Damage, destruction or interference with Council Land*

Council’s *Community Local Law 2019 clause 13 — Damage, destruction or interference with roads*

For the purpose of this law, interference with a road includes the construction of any building or works on a road (including a vehicle crossing between the kerb and a property boundary) except where the building work is regulated by a planning scheme.

Council’s *Community Local Law 2019 clause 14 — Occupation of roads or Council Land*

Environment Protection Act 1970 (Noise Schedule):

Prohibited times — apply to delivery of goods as well as construction activity.

VicRoads terms and conditions of approval:

I certify that I am fully aware of all the Glen Eira City Council’s general and specific conditions that apply to the issue of the permit sought by me, and that I will comply with these conditions.

I also undertake to pay the Council or any other authorities all fees and charges in connection with obtaining approval for the works zone.

APPLICATION FOR WORKS ZONE



Revised June 2026

GLEN EIRA
CITY COUNCIL

If approved, a works zone will not be installed until payment has been received.

Contact details for Glen Eira City Council:

Email: civiccomplianceunit@gleneira.vic.gov.au

Phone number: 9524 3333

Signature of applicant: _____ Date: _____
(Authorised to make this application)

Applicant's name (print): _____

Notes:

1. No damage is to be caused to any Council or other authority's asset. If damage is caused to any Council or other authority's asset it must be repaired by the applicant under Council supervision to Council standard, or by Council at the applicant's cost.
2. Notwithstanding anything contained within Council's general conditions and specific conditions, the works zone approval holder shall be fully responsible to indemnify, keep indemnified and hold harmless Glen Eira City Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it, or any of them, arising out of or in relation to the use of the works zone.
3. This works zone approval is not valid until it has been signed and receipted by an authorised officer of the Council.
4. On signing of the application, this application is deemed to be your approval for the duration of the event or works and a copy of this approval must be kept on site and produced when requested by an authorised officer from the Glen Eira City Council.

Privacy information

The personal information requested is required for the evaluation of the works zone application. Your information will only be used by Council's Traffic and Parking Department for the purpose of evaluating the application. If you do not provide the information, we will not be able to process the application. If you would like to know more about privacy at Glen Eira City Council, including your right to seek access to any information collected on this form, please contact Council's privacy officer on 9524 3333.

OFFICE USE ONLY

Application number: _____ CRN – CCU Referral: _____

Date of installation: _____ Date of removal: _____