

APPLICATION FOR COUNCIL LAND OR ROAD OCCUPATION PERMIT



Revised June 2026

GLEN EIRA
CITY COUNCIL

APPLICATION DETAILS:

Name of applicant: _____

Address: _____

Suburb: _____ Postcode: _____

Mobile: _____ Telephone: _____

Email: _____

APPLICATION MUST BE SUBMITTED SEVEN DAYS PRIOR TO WORKS

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

APPLICATION TYPE:

☐ Road closure/occupation ☐ Footpath occupancy ☐ Parking spaces

☐ *Shipping container ☐ *Crane permit ☐ Other

(Occupation permits are in addition to a crane permit)

*Includes Pods, containers or the like.

APPLICATION REQUIREMENTS

A copy of each relevant document must be submitted with an application form:

☐ Traffic Management Safety Plan

☐ Public liability insurance company _____

☐ Policy no.: _____ Expiry date: _____ Amount (min.\$20M coverage)

☐ Consent of neighbouring properties (letter drop including evidence of affected properties contacted)

The following documentation may be required:

☐ Vic Roads approval ☐ Yarra Trams approval

☐ Site plan indicating the location of works and affected properties (evidence of letter drop will be required)

PROPOSED LOCATION

Date start: _____ Date finish: _____

Location of works: _____

Description of works: _____

The number of parking spaces required: _____ Area of footpath required: _____

FEES

Application fee

\$236.50

Footpath/road occupancy:

Application fee plus area of occupation at \$6 (per square metre per day)

Crane permit:

\$236.50 (per day) (includes scissor lift, cherry picker, knuckle boom etc.
Note: if the occupation of footpath exceeds the machine outriggers, then footpath occupancy rates will apply)

Shipping container:

\$193 (per seven days)

Non-restricted parking:

\$67 (per space one day only)

Restricted parking:

\$125 (per space one day only)

Fees must be paid prior to commencement.

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CONDITIONS OF PERMIT

I undertake that the use for which this Permit is granted, shall be carried out in strict conformity with the provisions of *Community Local Law*.

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

I also undertake to pay Council or any other authorities all fees and charges in connection with the obtaining and use of the Permit.

Contact details for Glen Eira City Council:

Email: civiccomplianceunit@gleneira.vic.gov.au

Phone number: 9524 3333

Signature of duly authorised person: _____ Date: _____
(Authorised to make this application)

Applicant's name (print): _____ Mobile: _____

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's standard, or may be repaired by Council at the Permit holder's cost.
2. A clear footpath width of 1.5 metres must always be provided for pedestrian use. This clear width must be maintained with a satisfactory hard surface pavement over its entire length, with no irregularities, to ensure safe pedestrian usage at all times.
3. No advertisement signs or placards shall be placed on or affixed to any structure, other than precautionary measures signage. All traffic signals and signs in the vicinity are to be clearly visible to motorists and pedestrians at all times.
4. Notwithstanding anything contained within Council's general conditions and specific conditions, the permit holder shall be fully responsible to indemnify 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 Permit.
5. This Permit is not valid until it has been signed and dated by an authorised officer of Council. On signing and dating this application by an authorised officer, this application is deemed to be your Permit for the duration of the event or works. A copy of this Permit must be kept on-site and produced when requested by an authorised officer from Glen Eira City Council.
6. Please note that additional permits may be required from Council. Prior to commencing any works, refer to the following link to determine applicable requirements: www.gleneira.vic.gov.au/services/planning-and-building/building/permits

Privacy collection notice

Glen Eira City Council (Council) is committed to protecting the personal information provided by you in accordance with the principles of the *Privacy and Data Protection Act 2014 (Vic) (PDP Act)*. Personal information is collected by Council only for the purpose of Council's functions set out in the *Local Government Act 2020 (Vic)*. Specifically, personal information is collected to assist in the registration and processing of your application. The personal information will be used solely by Council for that primary purpose or directly related purposes. If this information is not collected, Council will be unable to process your application. In certain circumstances, we may disclose information about you where permitted or authorised under the PDP Act or other applicable law. If you would like to know more about privacy at Council, including your right to seek access to your personal information, contact Council's privacy officer on 9524 3333. Council's *Privacy Policy* is available at www.gleneira.vic.gov.au/about-council/our-organisation/council-legislation-and-policies/privacy

OFFICE USE ONLY

Date permit issued: _____ Expiry date: _____

Authorised officer: _____ Date: _____