

APPLICATION FOR COUNCIL LAND OR ROAD OCCUPATION PERMIT



Revised June 2025

GLEN EIRA
CITY COUNCIL

Name of company/builder: _____

Address: _____

Suburb: _____ Postcode: _____

Mobile: _____ Telephone: _____

Email: _____ Fax: _____

APPLICATION TYPE:

- | | | |
|--|---|---|
| <input type="checkbox"/> Road closure | <input type="checkbox"/> *Crane permit | <input type="checkbox"/> Parking spaces |
| <input type="checkbox"/> *Shipping container | <input type="checkbox"/> Footpath occupancy | <input type="checkbox"/> Other |

(Road closure 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)

APPLICATION MUST BE SUBMITTED SEVEN DAYS PRIOR TO WORKS.

- ☐ Public liability insurance company _____
- ☐ Policy no: _____ Expiry date: _____ Amount (min.\$20,000,000)
- ☐ Site plan indicating the location of works and affected properties (evidence of letter drop will be required).
- ☐ Dilapidation survey plan
- ☐ Vic Roads approval ☐ Yarra Trams
- ☐ Consent of neighbouring properties (letter drop including evidence of affected properties contacted)
- ☐ Traffic Management Safety Plan
- ☐ Open space permit (if occupying Council's parkland a separate Permit must be obtained from Council's facilities booking officer on 9254 3333)

PROPOSED LOCATION

Date start: _____ Date finish: _____

Location of works: _____

Description of works: _____

The number of parking spaces required: _____

Area of footpath required: _____

COSTS INVOLVED

- | | |
|---|--|
| <input type="checkbox"/> Shipping container: | \$187.50 (per seven (7) days) |
| <input type="checkbox"/> Crane permit: | \$215 (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.) |
| <input type="checkbox"/> Restricted parking: | \$118 (per space one day only) |
| <input type="checkbox"/> Non-restricted parking: | \$64 (per space one day only) |
| <input type="checkbox"/> Footpath/road occupancy: | \$215 Plus the area of occupation at \$5.30 (per square metre per day) |

Other(s): _____

Total cost: \$ _____

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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.

Fees must be paid at Council's Service Centre, corner Glen Eira and Hawthorn Roads, Caulfield prior to commencement.

To contact us, email mail@gleneira.vic.gov.au or call 9524 3333, Monday to Friday, 8am to 5.30pm (Tuesday 8am to 7.15pm).

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

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

OFFICE USE ONLY:

DATE PERMIT ISSUED: _____ EXPIRY DATE: _____

Authorised officer: _____ Date: _____

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.

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