



# PRECAUTIONS OVER THE STREET ALIGNMENT AND FOOTPATH / ROAD OCCUPATION

Regulation 116 of the Building Regulations 2018 (Hoarding)  
General Local Law 2018 – Clause 24

### Application Type:

Please tick which application you are applying for. If you require a report and consent - precautions over street alignment (relating to a building permit) in accordance with Regulation 116 of the Building Regulations 2018, you will also need a footpath occupation to erect the precautions.

- Report and Consent -Regulation 116 of the Building Regulations 2018**
- Protection of Council Property - Footpath / Road Occupation - Local Law 24 – General Local Law 2018**

### Applicant’s Details:

Owner/Agent/  
Company Name: \_\_\_\_\_ Contact person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

### Property Details:

Number: \_\_\_\_\_ Street/Road: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

### Relevant Building Surveyor – if applicable

(only required for report and consent application) \_\_\_\_\_ Telephone: \_\_\_\_\_

**Description of works:** \_\_\_\_\_

### Type of Occupation: - Please tick all that apply

- Concrete Pump     Mobile Crane     Hoarding     Scissor Lift / Cherry Picker
- Scaffold     Gantry     Car-bays     other

### Area of Council land to be occupied:

**Number of car bays occupied (if applicable):** \_\_\_\_\_

**Commencement Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

**Total number of days/weeks:** \_\_\_\_\_

- Please refer to the checklist on page 3 to assist you on the required documentation that must be accompanied with this application.
- Applications will be assessed within **10 working days** on receipt of a **complete application**.
- Forward completed applications to **info@brimbank.vic.gov.au** or **PO Box 70, Sunshine 3020**.
- For all applicable fees associated with the type of application / occupation please refer to page 2.

**Indemnity Declaration**

The Applicant has applied to Brimbank City Council for consent to undertake works in the road reserve or to use a portion of a road reserve or other public area within the municipal district.

In consideration of the Council granting such authority the applicant agrees to take out and keep current during the period of the authority a public liability insurance policy insuring, for a minimum sum of ten million dollars (\$10M), the applicant against all actions, costs, claims, charges, expenses and damages which may arise under the indemnity set out below. The applicant agrees to indemnify and 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 arising directly from the applicant's negligent acts, errors or omissions. The applicant's liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

**Acceptance of Terms and Conditions:** By signing this application, I declare that I am an authorised person to apply and that all information in this application is true and correct. I have read, acknowledged, and accepted all of the terms, conditions and disclosures contained in this document.

**Signature of Owner/Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Privacy Collection Statement**  
 The personal information collected on this form is for the purpose of enabling Council staff to process and assess an application to erect hoarding fence/gantry on Council roads and will be used solely for that purpose. This information will not be disclosed to any other person unless required by law. You may apply for access and/or amendment to your personal information if required by contacting Council's Freedom of Information Officer in writing.

<p><b>Report and Consent Application Fee: \$320.20</b></p> <p><b>Footpath / Road Occupation Permit: \$187.20</b></p> <p>(Above fees are non-refundable)</p> <p><b>Occupation Fee:</b> \$        (Area x \$4.30 x Weeks)</p> <p><b>Restricted Parking:</b> \$        (\$76.00 per bay, per day)</p> <p><b>Non-Restricted Parking:</b> \$        (\$41.00 per bay, per day)</p> <p><b>Total fee payable:</b> \$</p>	<p>Note: The fee for occupation of Council land is \$4.30 per m<sup>2</sup> per week with a minimum occupation of one (1) week.</p> <p><b>PLEASE NOTE THAT COUNCIL WILL PREPARE AN INVOICE FOR THE APPLICABLE FEES PAYABLE UPON RECEIPT OF APPLICATION.</b></p>
---	---

**OFFICE USE ONLY: GL CODE 970**

Consent / Approval granted: Yes  No

Subject to:

Fee payable: Receipt no.: Receipt date:

Checked by: Date: [Click here to enter a date.](#)

# CHECKLIST

## The following documents are required for this application to be assessed:

- Completed application form signed and dated.
- Site plans, showing the location and dimensions of the proposed precautions.
- Details of hoardings/safety barriers together with structural certification. **If applicable**
- Certification and approved plans from the Relevant Building Surveyor stating that the proposed precautions have been approved in accordance with Building Regulation 116. **If applicable**
- Details and approved plans from the Relevant Building Surveyor confirming that access around and/or through the public precautions comply with AS1428.1 – 2009 and AS1428.4 – 2009. **If applicable**
- Traffic Management Plan in accordance with Australian Standard AS1742.3-2009, Part 3 – Traffic Control devices for works and Road Management Act 2004-Work Site Safety – Traffic Management Code of Practice on Road Traffic Control Devices for Works on Roads.
- Provide VicRoads' Memorandum of Authorisation (MOA) when occupying part of a declared arterial road or reducing the speed limit. **If applicable**
- Detailed work method statement i.e. how and when will the construction be carried out (not a risk assessment statement) confirmation that no works will be conducted over footpath area.
- If deemed required by Council, a copy of the courtesy letter to be sent to neighbours affected by the works, including name and contact details of the site supervisor/builder in charge of the works, relevant traffic plans and length of works. **If applicable**
- Certificate of Public Liability insurance having a minimum cover of \$10,000,000 which must be valid for duration of proposed works.
- Fees for occupation of road reservation / Council land.

## Notes:

Note the standard conditions – in particular, to:

- Provide Brimbank City Council with a certificate of currency for insurance cover for a minimum of \$10 million in the joint names of Council and the applicant together with a cross liability clause noting Brimbank City Council as a principal.
- Hoarding/gantry to be constructed and erected per relevant Australian Standards, and if required, a Certificate of Compliance shall be submitted to satisfy Building Regulations 2018.
- Traffic Management to be installed in accordance with Australian Standard AS1742.3-2009, Part 3 – Traffic Control devices for works and Road Management Act 2004-Work Site Safety – Traffic Management Code of Practice on Road Traffic Control Devices for Works on Roads.
- It is the responsibility of the Applicant to ensure all safety precautions and due consideration be made on site for pedestrian and vehicular traffic whilst the hoarding fence/gantry is on site.
- Any damage to Council assets will be charged to the Applicant accordingly.
- Notify properties affected by proposed works and provide updates as appropriate.
- Appropriate signage must be installed, and where necessary flagmen to be appointed to control traffic. The applicant must submit an accredited Traffic Management Plan.
- If it becomes unsafe for pedestrian access the traffic management plan must be reviewed
- Any proven contravention of any condition of the permit will result in an on the spot fine being issued.
- The applicant will need to ensure the footpath occupation / Hoarding Permit is removed before the expiry date. The applicant has the ability to apply for a hoarding permit renewal to extend the duration of the occupation.