Reg. 116 Consent / Hoarding Permit Application

Applicant Details

Mandatory Field to be Completed

Applicant Name: _____

Contact Person _____ *(if applicant is a company)*

Postal Address: _____

Suburb: _____ Postcode: _____

Email: _____ Phone Number: _____

Relevant Building Surveyor (Reg. 116 application only) _____ Registration No: _____

Postal Address: _____

Contact Person: _____ Phone Number: _____

Property Details

Mandatory Field to be Completed

Address: _____

Suburb: _____ Postcode: _____

Allotment number: _____

Application Type: *tick as required*		**Fee**
☐	Regulation 116 Protection of Public (Report & Consent)	**$343.70**
☐	LL 2021-14 Obstruction to Roads (Hoarding Permit)	**Application fee of $38 (m2) per month, minimum fee of $230**

Details of Proposed Public Protection

Mandatory Field to be Completed

Brief Description *(separate plan to be attached – refer checklist)* _____

_____

_____

Area of Work: _____ m2 _____

Duration of time Public Protection / Precautions will be over the Street Alignment: **Start Date:** _____ **Finish Date:** _____

Public Liability Insurance Details _____

Insurance Company: _____

Amount of Cover: *(minimum $20 million)* _____ **Expiry Date:** _____

Signature

Applicant Declaration: I have provided all necessary information and documentation as noted within the supporting document checklist.

Signature of Applicant: _____ **Date:** _____

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Checklist - Required Supporting Documentation

Items marked * may be required dependent on scope of application.

Disclaimer: Incomplete applications will not be accepted and will likely result in delays or refusal. Further information may be requested after initial assessment of the application.

1. Completed Application Form – Signed and Dated

2. Detailed fully dimensioned plans containing the following:
   - Site Plan nominating location of hoardings etc. with dimensions
   - Location of kerbs, building line, nearest intersecting street, street furniture, signs, power poles, traffic lights, litter bins, bus stops, street trees etc
   - Location of any hoisting zone
   - Location of buildings onsite i.e. existing to be retained or proposed buildings
   - Details of type of hoarding proposed (i.e. sections, elevations, structural details)
   - These plans and covering letter must be signed by the relevant Building Surveyor indicating approval of the type and suitability of hoarding etc. proposed for the works to be undertaken on site
   - Signage and any safety measures (i.e. pedestrian ramps) that will be used while the proposed work is carried out.
   - Signage advising pedestrians must be provided in accordance with AS 1742.3-2009 including:
   - Sign T8-1 PEDESTRIANS WATCH YOUR STEP
   - Sign T8-2 PEDESTRIANS with direction arrows

3. Certificate of Public Liability insurance having a minimum cover of $20,000,000 which must be valid for duration of proposed works.

4. Applications for Report and Consent are required to be accompanied with a written confirmation from the Relevant Building Surveyor confirming that they are satisfied with the location, type and method of safety and protection of the public. The written statement is required to be accompanied with the referenced plans that clearly show the location and type of proposed fencing/hoarding.

5. *Copy of a Traffic Management Plan (for redirection of pedestrian traffic) in accordance with AS1742.3-2009 by approved Traffic Engineer and prepared by a qualified person as required by the *Road Management Act 2004 and Road Safety Act 1986.*

6. *Detailed work method statement i.e. how and when the construction will be carried out (not a risk assessment statement) and confirmation that no works will be constructed over footpath area.

7. *Engineers design documents/plans for proposed hoarding, scaffolding or gantry (i.e. section, elevations, standard details, fixing details, etc.) including a certificate of compliance design.

8. *Provide any relevant permits or licences, for 'No Go Zones' when occupying land near power lines.

9. *Provide Vic Roads' Memorandum of Authorisation (MOA) when occupying part of a declared arterial road.

10. *Copy of 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.

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Register Application

1. **Email:** council@cgd.vic.gov.au

2. **In Person:** Visit a City of Greater Dandenong customer service centre and hand in the completed form.
   Dandenong: 225 Lonsdale Street, Dandenong
   Springvale: 5 Hillcrest Grove, Springvale
   Parkmore: Shop A7, Parkmore Shopping Centre
   317 - 321 Cheltenham Road Keysborough

Payment

Tax Invoice emailed after application has been registered

4. **Online Credit Card Payment –** (MasterCard or Visa)
   - Go to: www.greaterdandenong.vic.gov.au
   - Building Services
   - **Pay online**
   - Enter your **invoice number** and follow the prompts to make payment.

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other Council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future please contact Council on 8571 1000.

(03) 8571 1000
council@cgd.vic.gov.au
greaterdandenong.vic.gov.au

TTY: 133 677
Speak and listen: 1300 555 727
Online: relayservice.gov.au
TIS:13 14 50

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