

## Vehicular Crossing Permit Application

**Please note:** This permit incurs a non-refundable fee (refer to [www.greaterdandenong.com](http://www.greaterdandenong.com) for current charges).

The applicant must have a minimum Public Liability Insurance cover of \$10 million minimum to comply with Council's risk management policy and procedures. The permit holder shall ensure that the public liability insurance policy remains current for the duration of the permit. Refer to permit term and conditions (page 4 of this document) for more information.

### Applicant Details (the applicant is the person/s carrying out the works at the site)

First Name	_____	Surname:	_____
Postal Address:	_____		
Suburb:	_____	Postcode:	_____
Phone No:	_____	Mobile No:	_____
Email:	_____		

### Applicant Insurance Details

Insurance Company:	_____	Contact No:	_____
Postal Address:	_____		
Suburb:	_____	Postcode:	_____
Policy No:	_____	Expiry Date:	_____

### Site Details

Address:	
Planning No:	
Is this application for an additional crossing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Scope of Works:	
_____	
Have plans been submitted with this application? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>The applicant must accept and comply with the Permit conditions which are printed on the back of this Application form. Please read and confirm your understanding and acceptance of these conditions by signing the declaration below:</p> <p>Declaration: I declare that the information provided on this form is true and accurate to the best of my knowledge. I declare that I have read and understood the terms and conditions of the permit I am applying for on the back of this form. I agree to contact all appropriate authorities to establish the location of all services which may be affected by the proposed work. I accept full responsibility for any event which may occur as a direct result of these works.</p>	
Applicant Signature:	_____ Date: _____
Agent's Name (for and on behalf of the applicant): _____	
Agent's Signature:	_____ Date: _____

## Application Form & Payment











1. **Mail:** Post completed form with **cheque** to:  
City of Greater Dandenong  
PO BOX 200, Dandenong VIC 3175
2. **In Person:** Visit a City of Greater Dandenong customer service centre to hand in the completed form.  
  
**Dandenong:** 225 Lonsdale Street, Dandenong  
**Springvale:** 397-405 Springvale Road, Springvale  
**Parkmore:** Shop A7, Parkmore Shopping Centre  
 Cheltenham Road Keysborough
3. **Credit Card Payment (Mastercard/Visa)**  
Call Customer Service on **8571 1000**

### Privacy Collection Statement – Vehicle Crossing Application

The personal information you provide on this form is being collected by the Greater Dandenong City Council for the purpose of processing your application in accordance with Council's Local Law No. 2, Municipal Amenity and the *Local Government Act 2020*. Personal information will be held securely and used solely for the purpose it is collected for, or a directly related purpose. It will not be disclosed to any external party without your written consent, unless required or authorised by law. If you fail to provide the requested information, Council may be unable to process your request. If you wish to access or amend your personal information, or if you believe your personal information has been breached, please contact Council's Information Privacy Officer on 8571 1000. Greater Dandenong City Council is strongly committed to the responsible handling of personal information and is compliant with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. A copy of Council's Privacy and Personal Information Policy is available on Council's website at [www.greaterdandenong.com](http://www.greaterdandenong.com)

OFFICE USE ONLY		
Date of receipt:	Processed: <input type="checkbox"/> YES <input type="checkbox"/> NO	CSO initials:
Receipt number:	Permit number:	<input type="checkbox"/> DNG <input type="checkbox"/> SPR <input type="checkbox"/> PKM

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.

 Phone <b>8571 1000</b>  Fax <b>8571 5196</b>  <a href="mailto:council@cgd.vic.gov.au">council@cgd.vic.gov.au</a>	 TTY: 133 677 Speak and listen: 1300 555 727 Internet: <a href="http://www.iprelay.com.au">www.iprelay.com.au</a>  TIS: 13 14 50	Find us online  <a href="http://greaterdandenong.com">greaterdandenong.com</a>    
--	---	--

## Vehicle Crossing Permit – Terms and Conditions

1. The permit applicant/holder must hold a current public liability insurance policy with a cover of not less than \$10 million per claim, and that all responsibility for liability and/or claims for damages which arise as the result of the work are to be borne by the person or company to whom this is issued. Insurance must remain current for the duration of the works otherwise this permit will become invalid (Note: Council may request to sight your Insurance Policy at any time).
2. Council reserves the right to charge a bond under certain circumstances.
3. This permit is non-refundable and must be available on site at all times whether the permit holder or any other person is carrying out the works.
4. This permit is valid for 12 months (in accordance with the above dates) or when the prescribed works have concluded, whichever comes first.
5. Provide 24 hours notice for an inspection appointment.
6. Any works in addition to those prescribed in this permit must not be conducted without prior approval by Council's appointed officer.
7. Ensure that adequate & effective safety precautions (including traffic management to VicRoads code of practice if required) are adhered to at all times. Barriers and signs must be installed at the work site for the entire duration of the works in accordance with the Standards Association of Australia & The Road Management Act requirements.
8. Restriction of the free passage of traffic, including pedestrians, should be minimised, in both time and work area.
9. Works which will affect access to, or the safe navigation of, a public carriageway must be completed within one day, between the hours of 8am and 5pm Monday – Friday or 9am and 5pm any other day. Any variation to this requirement must be ratified by Council's appointed officer before starting works.
10. Any further work by Council to a road opening that fails or does not meet Council's specifications will be at the cost of the permit holder. This includes the cost of any additional inspections required.
11. On the completion of works the area around the work site must be restored to a safe, clean and tidy condition and all surplus material must be removed. Any damage to the road surface will be repaired by the council at the permit holder's expense unless prior arrangements have been made. If applicable, deposit refunds will not be processed until a site inspection has taken place to satisfy compliance with the permit conditions.
12. Council may at any time assume control of the work site, should the permit holder fail to comply in a timely manner with the requirements of this permit or the directives of Council's Delegated Officer. Any costs associated with the permit holder's failure to comply will be passed on.
13. Council reserves the right to charge an additional fee should the scope of works change from that stated on the permit.
14. Assume responsibility for any damage caused by the permit holder to service authority or privately-owned assets.
15. Council reserves the right to charge an additional inspection fee if the vehicle crossing is not ready for inspection at the time of an agreed inspection time or when failure to comply with Council's specifications, necessitates another inspection.
16. The permit may be subject to Special Terms & Conditions if applicable.

### Reference material:

Several building guides are available to assist with compliance to the Council's permit conditions. These include: A Guide to Constructing a Vehicular Crossing, Standard Infrastructure Construction Drawings, and Builders Code of Practice. Guides can be obtained from any of the Council's customer service centres or by calling 8571 1000.

## Vehicle Crossing – Application Guidelines

### Specification:

- **Residential Properties Minimum Requirements**

All new vehicle crossing must be constructed in accordance with Council Standard SD300 for Barrier Kerb and Channel or SD301 for Rollover Kerb and Channel or SD306 for Older Type Kerb & Channel. Minimum width at building line is 3.00m.

- **Industrial/Commercial Properties & Carpark Entrances Minimum Requirements**

All new vehicle crossing must be constructed in accordance with Council Standard SD300 for Barrier Kerb and Channel or SD301 for Rollover Kerb and Channel or SD306 for Older Type Kerb and Channel. Minimum width at building line is 3.00m.

- **Rural Vehicle Crossing**

Refer to Council Standard SD703 for rural crossing construction.

A Permit Fee is payable to Council prior to the commencement of work, to cover the cost of Council inspections. The applicant is to arrange for an inspection with an authorised Council Officer prior to works commencing (24 hours notice is to be given for an inspection). A final inspection will be undertaken on completion of work to the satisfaction of the authorised Council Officer.

For general enquiries or to arrange an inspection call 8571 1702 (8.30am - 5pm, - Monday to Friday. Inspections will not be undertaken on Saturdays, Sundays or Public Holidays.

- **Public Liability Insurance**

Applicant and/or persons undertaking the work must have a current public liability policy

- **Safe Work Practices**

It is the obligation of the contractor or persons undertaking the work to comply with all the relevant provisions of the Occupational Health and Safety Act.

- **Barricades and Lights**

The contractor or persons undertaking the works should provide the barricades and lights necessary to ensure that the work site is maintained in a safe and secure condition. The work site should be signed in accordance with current Australian Standards and relevant Occupational Health and Safety requirements. An approved traffic management plan may be required depending on the scope and location of works.

- **Offences**

Failure to comply with any/or all of the above conditions may render a permit void and the offender liable for prosecution under the Council Local Law or other relevant law.

## Vehicle Crossing – Application Guidelines

### Miscellaneous

- **Requirements for proposed additional vehicle crossings**

The proposal must support a minimum property frontage width of no less than 20m, a cumulative crossing width at a title line of both existing and proposed crossing of no more than 6.0m, a minimum width of 7.0m between inside edge of existing and proposed crossing. Outside edge of crossings to be located 300mm from the boundary either side of property. The location of proposed vehicle crossing is to maximize the ability of on- street parking provision.

All other requirements relating to Council's vehicular crossing specifications are to be met in addition to the above.

- **Council Street Trees**

Proposed crossings to be constructed 3.0m clear from existing street tree greater than 100mm diameter and 2.0m clear of tree less than 100mm diameter. This may be subject to tree protection conditions. The applicant is to seek advice from the Council Arborist prior to applying for a permit.

Service Authority poles, hydrants and other raised/fixed objects or roadside furniture are to have a minimum clearance of 1.0m from the nearest edge of the asset to the edge of the vehicle crossing.

- **Other Assets**

The issue of a vehicle crossing permit may be considered upon the applicant obtaining approval from other statutory authorities, where the vehicle crossing requires the alteration, removal or relocation of assets belonging to the respective authority. It is the responsibility of the applicant to seek such approvals and undertake works at the applicant's full cost. It is the applicant's responsibility to identify and locate all assets prior to the commencement of work. If in doubt, the applicant may call the "Dig" before you "Dig" service or the appropriate authorities directly to obtain the location of assets. Alterations to service authority assets may be expensive.

- **Traffic Management Device**

Proposed crossings are to be a minimum of 4m from speed humps, traffic islands or any traffic management devices. Maximum width at building line for a proposed vehicle crossing is 4.5m.

- **Council stormwater pits**

A minimum clearance of 1.0m otherwise must be fully constructed within the crossing. Work requiring stormwater pits to be modified or constructed within the proposed crossing, may be performed by Council's preferred contractors at the applicant's cost, or must be approved by Council's Drainage Supervisor and/or an authorised Council Officer.

Where the pit or grate is located within a court bowl or low area of a road pavement, consideration of an additional side entry pit may be required by Council at the applicant's costs.

Should the works not be carried out in accordance with the specification and the site not cleared of spoil and/or debris, Council will perform remedial works and recover the costs from the applicant.