

## Civil Works 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 3 of this document) for more information.

### Applicant's details (person/s carrying out the works at the site)

First name:

Surname:

Postal address:

Suburb:

Postcode:

Phone number/mobile:

Email address:

### Applicant insurance details

Policy number:

Expiry date:     /     /

Copy attached: ☐

### Site details

Address:

Scope of works:

Have plans been submitted with this application?    Yes ☐    No ☐

### Declaration

**The applicant must accept and comply with the permit conditions on page 3 of this document.**

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.

Agent's signature:

Date:     /     /

Agent's signature:

Date:     /     /

Agent's name:  
(for and on behalf of the applicant)

## 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 – Civil Works Permit 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>    
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## Civic Works 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 and 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, from 8am-5pm Monday-Friday or 9am-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 anytime 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 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. The permit may be subject to Special Terms and Conditions if applicable.

**Reference materials:** 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.

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. 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.