

CRM No:.....

**BUILDING ACT 1993  
BUILDING REGULATIONS 2018  
Building Regulation 116**

**Application For Siting of Public Protection  
for works requiring a Building Permit**

**To:** Leo Parente, Municipal Building Surveyor, City of Whittlesea  
Locked bag 1,  
BUNDOORA MDC 3083  
Telephone: 9217 2259 email: building@whittlesea.vic.gov.au

**From:** Applicant Name:.....  
Postal Address:.....  
Telephone:..... Mobile:.....  
Email:.....

Relevant Building Surveyor:.....  
Postal Address:.....  
Telephone:..... Mobile:.....  
Email:.....

**Site/Project Address:**.....

**Proposed Erection Date:**.....

**Proposed Removal Date:**.....

The following information **MUST** accompany this application:

**Relevant Building Surveyor's  
Consent letter and endorsed plans  
for any proposed protection  
Measures enclosed**  **Yes**  **No**

**Details of existing damage to  
footpath/kerb/road provided**  **Yes**  **No**

**Copy/evidence of Public Liability  
Insurance for protection measures  
provided**  **Yes**  **No**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INFORMATION PRIVACY:** The information supplied on this form is shared with the Victorian Building Authority, the Electoral Commission and other government agencies as required by law and in accordance with Council's Privacy Policy which is published at [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au).

1. Application Fee of \$287.55 (credit card authorisation form or cheque made payable to City of Whittlesea)
2. The precautions must be approved by the Relevant Building Surveyor before building work is commenced.
3. Before and during the carrying out of building work all excavations must be fenced or otherwise guarded against being a danger to life or property; to the satisfaction of the Relevant Building Surveyor.
4. Any damage caused/occurring during construction must be repaired to council's specification at the cost of the applicant.
5. Please note that any existing damage that is not recorded or advised to Council at the time of the application will be the responsibility of the applicant. Damages are to be repaired to Council's specification.
6. Please note that this permit is strictly for the siting of public protection only. A separate permit is required for Cranes, Cross Overs, Work Zone permit, road occupancy, Road Opening, Road closer, Rubbish bins, Rubbish Chute and Skip bins.
7. Please note that no Hoarding Permit will be granted in relation to building works unless evidence of the public liability insurance is provided (minimum cover of \$5 million) against any claims of injury or damages resulting from the protection measures.

CRM No:.....

## APPLICATION FOR USE OF COUNCIL ASSETS (In association with a Hoarding Permit)

**To**

Leo Parente, Municipal Building Surveyor, City of Whittlesea

**From:**

Owner or Agent:..... Telephone: .....

Address: .....

Email Address.....

I hereby apply for authorisation to utilise a portion of Council assets for the purposes of installing Hoarding around a building site at the following address.

**Property details:**

Number .....Street/Road..... City/Suburb/Town .....

Lot/s..... LP/PS .....

Municipal District.....

**Start Date:**.....

**Finish Date:**.....

**Signature of owner or agent**.....**Date**.....

Application Fee: \$280.00

### APPLICATION CHECKLIST

- |   |                          |
|---|--------------------------|
| Completed application form (including this page) with the attached documents.   | <input type="checkbox"/> |
| Copy of contractor's public liability insurance \$10 million minimum.   | <input type="checkbox"/> |
| Pedestrian access / traffic management plan(s) for the proposed works.<br>Note: These may require external agencies approval – refer to list below. | <input type="checkbox"/> |
| Copy of courtesy letter for any full road closures and or approved detour routes as indicated on your traffic management plan.                      | <input type="checkbox"/> |

One fully dimensioned (metric scaled) site plan showing:-

- street names and North point
- extent of proposed works and / or protection works
- footpath and roadway widths and extents of all occupations required
- location of all vehicles, plant and equipment associated with works.
- location of any existing features such as street furniture, trees, fire hydrants, parking signs, traffic signs, parking meters, on street parking conditions public transport stops, and site access.
- details of tree protection measures



One (metric scaled) drawing, including elevations and sections of scaffolding and protection works / barriers showing:

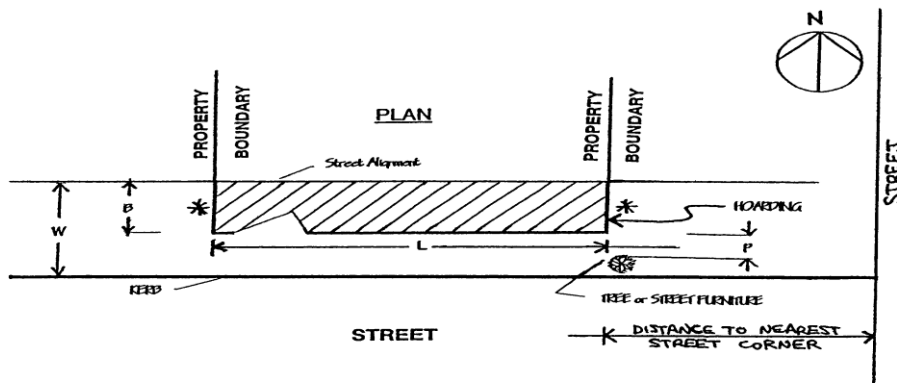
- location, type, height and footing system of temporary hoardings / barriers extending across the site, footpath and road reserve.
- height and depth of any tower / mobile scaffolding, safety mesh screens, catch platforms, overhead gantries etc
- location, type and dimensions of pedestrian signage, temporary road / footpath crossings, night lights etc



VicRoads - MOA (Memorandum of Authorisation) approval if required  
Public Transport Companies approvals.

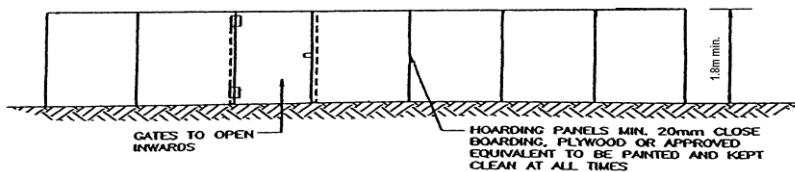


**MINIMUM INFORMATION REQUIRED ON PLAN ATTACHED TO APPLICATION**



\* FLASHING AMBER LIGHTS TO BE KEPT LIT FROM SUNSET TO SUNRISE  
PEDESTRIAN ADVISORY SIGNAGE SECURED TO HOARDING

**ELEVATION**



**LEGEND**

HOARDING LENGTH 'L' =
HOARDING WIDTH 'B' =
FOOTPATH WIDTH 'W' =
CLEAR PEDESTRIAN ACCESS 'P' =
HOARDING AREA 'A' = 'L X B' =
PROPOSED DATE OF ERECTION =
APPROXIMATE DATE OF COMPLETION =
PERIOD IN WEEKS =

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# Credit Card Payment Authorisation

**Mail** Locked Bag 1, Bundoora MDC 3083  
**Offices**, 25 Ferres Blvd, South Morang VIC 3752

Card type  Visa  Mastercard

Card number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date (MM/YY) \_\_\_\_\_ / \_\_\_\_\_

Cardholder name \_\_\_\_\_

Payment amount **\$** \_\_\_\_\_

I authorise **City of Whittlesea** to charge the amount stated above.

Cardholder signature \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Project address** \_\_\_\_\_

\_\_\_\_\_

In the event that Council needs to discuss this payment further, the contact person is:

Name \_\_\_\_\_

Phone \_\_\_\_\_

## Office use only

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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