

# MAROONDAH CONSTRUCTION ZONE PERMIT APPLICATION FORM



## Section 1: Applicants Details

Applicant / Business Name: .....

Applicant / Business Address: .....

.....

ABN / ACN: .....

Telephone: ..... Mobile: ..... Fax: .....

## Section 2: Site Details

Location: .....

Start Date: ..... Finish Date: ..... Total Days: .....

Area of Construction Zone (m<sup>2</sup>): .....

## Section 3: Application Requirements (Copies must be submitted with application form, where applicable)

Planning Permit Permit No: .....

Building Permit Permit No: .....

Asset Protection Permit Permit No: .....

Existing Conditions Plan

The plan must show the existing conditions at the site and all elements in the road reserve, with dimensions (e.g. nature strip, footpath, kerb and channel, road pavement, crossovers, street trees, underground services(one-call), utility poles and street lighting).

Works Program

The works program must detail the works and include start and end dates and key milestones relevant to the occupation of a construction zone (i.e. concrete pour / stockpiling).

Construction Zone Plan

The plan must show the location of works, the proposed construction zone area with dimensions and details on the use of the construction zone. The plan must also show all safety measures for the management of traffic, pedestrians and deliveries for day to day activities on-site (e.g. traffic controllers, signs, barricades, line markings), dimensions (e.g. area of use, area remaining, distance from any intersection etc) and any obstructions (e.g. signs, trees, utility poles, underground services, etc).

Public Liability Insurance Company: .....

Policy No: ..... Expiry Date: ..... Amount (min \$20M)

A Traffic Management Plan is required for any other work activities at the site that requires the temporary closure of the road or footpath, such as, crane lifts, bulk concrete pours, etc. The Road / Lane & Footpath Closure Permit can be accessed via Council's website: [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au).

## Section 4: Application Fees

All applications must be submitted, in person, to Council offices and the Permit Application Fee must be paid prior to the assessment of the application.

PERMIT COMPONENT	COST
Permit Application Fee	\$117.00

**This Application Form is not a Permit. All applications will be assessed and if successful applicants will be issued with a Permit**

## Section 5: Permit Fees

If an application is successful, the applicant will be issued with a Permit and an Invoice with the nominated Permit Fee. The permit fee is based fee on an administration fee and the daily rental of the road reservation, per square metre, for the Construction Zone as per **Table 1**.

PERMIT COMPONENT	ITEM COST
Permit Administration Fee	\$645.00
Construction Zone Occupation (Determined by the area of the construction zone in square metres)	\$1.36 / sqm / day

**Table 1: Construction Zone Occupation Rates**

## Section 6: Terms & Conditions

- All fees are non refundable.*
- The Application Fee payment must be paid prior to Council review of the Permit Application.*
- The Application Form is **not** a Permit. All applications will be assessed and if successful applicants will be issued with a Permit and Invoice for Permit Fees.*
- If the application is successful, all terms and conditions listed in the Permit must be adhered to at all times. Failure to adhere to the Permit terms and conditions may result in suspension of the permit.*

## Section 7: Acceptance of Terms & Conditions

I declare that I am the applicant and that all information in this application is true and correct.

If the application is successful, I accept and undertake to comply with the conditions on the permit and any conditions specified by Council, its servants or its agents.

The Permit Holder is responsible for the safeguarding of the public against injury and maintaining the site during the existence of the works in a safe condition at all times.

I understand and accept that all fees are non-refundable.

By signing this application, I agree that I have read, acknowledged and accepted all of the terms and conditions, and disclosures contained in this document.

**Applicant's Name:** .....

**Applicant's Signature:** ..... **Date:** .....

### Section 8: Payment Details

All application forms must be accompanied by payment of the application fee. Once an application has been processed and approved, an invoice will be raised for the total amount payable and sent to the applicant via Australia Post mail.

Payments must be made in person at Council's City Offices in Braeside Avenue and can be made via Credit Card (Visa and MasterCard), Cash, Cheque or EFTPOS.

<b>Office Use Only – Return to Engineering</b>		ACCOUNT NO: (22621.1070)
<b>Receipt No:</b> .....	<b>Date:</b> .....	
<b>Cashier Name (please print):</b> .....		

<b>Cashier Cut off</b>			
<b>RC:</b>	<b>Reference: CZ</b>	<b>Qualifier: Site Location</b>	<b>Add Line (amount defaults)</b>
<b>Cash/Chq/Eftpos</b>			
<b>Receipt No</b> .....	<b>Amount: \$117</b>		

## Section 9 How to Apply

Please complete form and return with supporting documents via one of the methods below.

### Mail

Engineering Services  
Maroondah City Council  
PO Box 156  
Ringwood VIC 3134  
DX 38068 Ringwood

### In person

Realm  
Ringwood Town Square  
179 Maroondah Highway, Ringwood  
Opposite Ringwood Station  
9:00am – 8:00pm  
Monday to Friday  
10:00am – 5:00pm  
Saturdays, Sundays and Public Holidays  
Closed Good Friday, Easter Sunday, ANZAC Day, Christmas Day and Boxing Day

Croydon Library  
Civic Square, Croydon  
9:00am – 5:00pm  
Monday to Friday  
Closed Public Holidays

### Further Information

Telephone: 1300 88 22 33  
Local Telephone Number: 03 9298 4598  
TTY (hearing speech/impaired): 1800 555 677

**Maroondah City Council takes no responsibility for your personal information which is sent via email or mail.**

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4211 or email - [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)