

**TEMPORARY STORAGE CONTAINER PERMIT**  
**APPLICATION FORM**



**Section 1: Applicants Details**

Applicant Name: .....

Applicant's Current Address: .....

.....

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

Email: .....

**Section 2: Moving Details**

Are you moving:

Into the City of Maroondah

Out of the City of Maroondah

Please provide your new address details below:

.....

.....

**Section 3: Site Details**

Placement Location: .....

.....

Placement Date: ..... Removal Date: ..... Total Days: .....

A maximum of five (5) days is permitted.

**Section 4: Application Requirements (Copy must be submitted with application form)**

- Public Liability Insurance – Certificate of Cover

The owner of the temporary storage container must have current public liability insurance. A copy of the Certificate of Currency is to be provided to Council with the application form, which must include the policy number, the expiry date and a minimum coverage amount of \$20 million. Also Maroondah City Council must be nominated as an interested party on the insurance.

- Site Plan

The plan must show the location of the temporary storage container, dimensions (e.g. the temporary storage container, the remaining footpath / pedestrian passing area, offset from the kerb, etc) and any obstructions (e.g. signs, trees, Council pits, other Authorities assets such as utility poles and Telstra pits and street furniture, etc).

- Neighbouring Consent (if not outside your property)

Neighbouring consent (property owner and tenant if rental) is required if the temporary storage container is to be placed outside a property other than the property requiring storage. A written copy of this consent with contact details must be included with this application.

## Section 5: Permit Fees

PERMIT COMPONENT	COST
Permit Fee	\$455
Bond	\$500
<b>TOTAL COST</b>	<b>\$955</b>

**This Application Form is not a Permit and payment is not required when this form is submitted. All applications will be assessed and if successful applicants will be issued with an Invoice for Permit Fees. The Permit will not be issued until all Permit Fees, including the Security Bond, are paid in full.**

**Council will endeavour to assess applications within ten (10) business days.**

It is the Applicant's responsibility to ensure that Council's and other authorities assets are protected and not damaged from the placement and removal of the temporary storage container. The Security Bond will be held until the temporary storage container is removed and conformation is received that there has been no damage to Council's and/or other authorities' assets.

**Council will issue a cheque to refund the Security Bond, typically within 30 days of the temporary storage container being removed, and after conformation is received that there has been no damage to Council's and/or other authorities' assets.**

## Section 6: Terms & Conditions

- 1. All fees are non refundable.*
- 2. Placement of temporary storage containers will only be considered in road reserve if the placement of the facility is not possible with the property requiring storage.*
- 3. Placement of temporary storage containers in road reserve will only be permitted for a maximum of five (5) days from the dates listed on the permit, unless specific written approval is provided when the permit is issued.*
- 4. All temporary storage containers shall be marked so as to provide maximum safety to residents, pedestrians and other road users. This may include the use of yellow reflective tape, flashing yellow lights and pedestrian warning signs.*
- 5. All temporary storage containers are to be securely locked when not in use.*
- 6. Neighbouring (property owner and tenant if rental) consent is required if the temporary storage container is to be placed out front of a property other than the property requiring storage.*
- 7. Payment must be made prior to the installation of the temporary storage container.*
- 8. No damage is to be caused to any Council or other Authorities' assets.*
- 9. The Security Bond will be returned to the applicant following removal of the temporary storage container and inspection of Council's and other Authorities' assets reveal that no damage has occurred.*
- 10. If damage is caused to any Council or other Authorities' asset it must be repaired by the applicant under Council supervision or the relevant Authority to Council or the relevant Authorities standard, or by Council or the relevant Authority at the applicant's cost.*
- 11. Failure to repair any Council or other Authorities' asset will result in forfeit of the Security Bond.*
- 12. A clear footpath width of 1.0 metre must be provided at all times for pedestrian use. This clear width must be maintained with no irregularities, to ensure safe pedestrian usage at all times.*
- 13. The temporary storage container shall be placed a minimum of 300 millimetres from the back of kerb to ensure clearance to the traffic lane.*
- 14. No advertisement signs or placards shall be placed on or affixed to any structure, other than precautionary measure signage, all traffic signals and signs in the vicinity shall be clearly visible to motorists and pedestrians at all times.*

15. The temporary storage container owner shall at all times during the agreed term, be the holder of a current Public Liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$20M (or more). The Public Liability Policy shall be effected with an insurer provided by the Council.

The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of negligence of the Hirer / user / Permit Holder.

16. The Permit Holder agrees to indemnify and keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claims against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under the Permit once granted and be directly related to negligent act, errors or omissions of the Permit Holder.

17. This application is **not** a permit. All applications will be assessed, and if successful, applicants will be issued with an Invoice for Permit Fees. The Permit will not be issued until all Permit Fees, including the Security Bond, are paid in full.

18. 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.

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 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

Applications sent in to Council should not enclose any payment details or money. 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 can be made via Credit Card (Visa and MasterCard) via the phone or Council's website; whilst Cash, Cheque and EFTPOS payments may be made at any Council's Customer Service Centres.

### Section 9: How to Apply

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

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

Email

Please email the completed application form with any required supporting documents to:  
[maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au)

Fax

Please fax the completed application form with any required supporting documents to:  
03 9298 4345

In person

City Offices Service Centre  
Braeside Avenue, Ringwood  
8:30am – 7:00pm every Monday  
(5:00pm in January)  
8:30am – 5:00pm  
Tuesday to Friday  
Closed Public Holidays

Croydon Service Centre  
Civic Square, Croydon  
8:30am – 5:00pm  
Monday to Friday  
Closed Public Holidays

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

Further Information

Telephone: 1300 88 22 33  
Local Telephone Number: 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)