

TEMPORARY TRAFFIC MANAGEMENT PERMIT
AMENDMENT APPLICATION FORM



Section 1: Applicants Details

Applicant / Business Name:

Applicant / Business Address:

.....

ABN / ACN:

Telephone: Mobile:

Email Address:

Section 2: Works Details

Location:

.....

Works associated with the traffic management:

.....

Section 3: Amendment Application Type

Select the relevant amendment type (choose all that apply) fill out the details of the following relevant Sections.

Amendment Type	Selection (choose all that apply)
Amend a Traffic Management Plan, or Amend or add one or more Traffic Guidance Scheme (complete Section 4)	
Add extra implementation days (complete Section 5) - <i>Additional fees apply</i>	
Extend TTM Permit expiry date (complete Section 6)	
Other administrative change (complete Section 6)	

Section 4: Traffic Management Plan (Copies must be submitted with application form) if required

Complete this section to Amend a Traffic Management Plan, or to amend or add one or more Traffic Guidance Scheme.

Choose all that apply:

- ☐ Amended Traffic Management Plan
- ☐ Amended or additional Traffic Guidance Scheme (fill out table below of new details)

TGS Number	Superseded TGS Number if applicable	Associated Works	Implementation Days and Times

If you are submitting additional TGS for assessment in this TTM Permit amendment application, please provide the required details on a separate page.

Section 5: Additional Implementation Days *if required*

Implementation days can be used in one (1) set, or in multiple sets of one (1) or more days, during the permitted period. Generally, implementation days are for active traffic management arrangements; short durations of after-care (a set of 3 or less days) are excluded from the implementation days.

Select the relevant increase in the number of days required to implement traffic management for works.

A step is an increase from the existing range of implementation days to the next highest range of implementation days, e.g., one (1) step could be an increase from a total of 1-3 days to 4-10 days.

How to select additional implementation days:

1. Select the row for your existing approved implementation days
2. Select the column for the new total amount of implementation days. Note: This new total must include the existing approved implementation days.
3. The box aligning with the selected row and column is the stepped increase in total implementation days, which corresponds to the Additional Implementation Days Fee (**Section 10**).

Existing Total Implementation Days	New Total Implementation Days (choose relevant box)			
	4-10 days	11-20 days	21-30 days	31 or more days
1-3 days	<input type="checkbox"/> 1 step	<input type="checkbox"/> 2 steps	<input type="checkbox"/> 3 steps	<input type="checkbox"/> 4 steps
4-10 days		<input type="checkbox"/> 1 step	<input type="checkbox"/> 2 steps	<input type="checkbox"/> 3 steps
11-20 days			<input type="checkbox"/> 1 step	<input type="checkbox"/> 2 steps
21-30 days				<input type="checkbox"/> 1 step
31 or more days				

Section 6: Administrative Changes *if required*

Choose all that apply:

- ☐ Extend TTM Permit expiry date
Previous End Date: New End Date:
- ☐ Other administrative change/s. Specify:

Section 7: Application Requirements (Copies must be submitted with application form)

- ☐ Public Liability Insurance – Certificate of Cover *if changed since existing TTM Permit application*
The applicant 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.
- ☐ Memorandum of Authorisation (MOA) *if applicable*
An MOA is required from Department of Transport and Planning (DTP, formerly VicRoads) to implement traffic management on an Arterial Road. Additionally, if a Major Traffic Control Device is to be utilised (e.g. temporary traffic signals) an MOA must be obtained from DTP.
- ☐ Written Notification to affected Businesses / Residents / Public Transport Providers *if applicable*
Written notification will be required for any affected Business, Residents and Public Transport Providers. The notification must include: the name and phone number of the contact person on-site, the relevant TGS (one or multiple), the length of time the disruption will take place, and the impact of the disruption (e.g., loss of on-street parking).
- ☐ Emergency Services (Police, Fire Brigade, Ambulance and SES) Notification *if applicable*
Written notification will be required to Emergency Services for any road closures.

Section 8: Terms & Conditions

1. *All fees are non-refundable.*
2. *All written applications must be submitted, with the Application Fee, either in person to Council offices or by mail.*
3. *The Amendment Application Form is **not** an Amended TTM Permit. All applications will be assessed and, if successful, applicants will be issued with an Amended TTM Permit.*
4. *If the application is successful, all terms and conditions listed in the original TTM Permit (unless otherwise superseded) and any new conditions within the Amended TTM Permit must be adhered to at all times. Failure to adhere to the Permits Terms and Conditions may result in suspension of the TTM Permit.*

Section 9: 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 during the in a safe condition at all times.

If for some reason the work cannot be undertaken on the day of approval, I undertake to contact Maroondah City Council on that day to advise.

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 and that I have included all relevant required documentation.

Applicant's Name:

Applicant's Signature: **Date:**

Maroondah City Council is committed to protecting your privacy. The personal information you provide on this form, and in support of your application, is being collected by Maroondah City Council for this primary purpose or other directly related purposes. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorized by law. Failure to provide the information requested, means your permit application cannot be processed. Access our privacy statement at www.maroondah.vic.gov.au.

Section 10: Application Fees

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

	COST
AMENDMENT APPLICATION FEE	\$160.00
ADDITIONAL IMPLEMENTATION DAYS FEE <i>If applicable</i> (Applicable per each step of additional implementation days)	\$270.00 for 1 step \$540.00 for 2 steps \$810.00 for 3 steps \$1,080.00 for 4 steps

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

Section 11: Payment Details

Payments can be made via mail using Cheque or Money Order or at any of the Council Customer Service Centres using Cash, Cheque or EFTPOS.

Office Use Only – Return to Engineering		
Receipt No:		Date:
Cashier Name (please print):		
Cashier Cut off		
Application Code: RC	Reference: RLFCLO (<i>Amount defaults</i>)	Qualifier: Site Location
Cash/Chq/Eftpos		
Receipt No		Amount: \$

Section 12: How to Lodge Your Application

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

At Realm

179 Maroondah Highway, Ringwood, opposite Ringwood Station
9am to 8pm Monday to Friday
10am to 5pm Saturday, Sunday and most public holidays
Closed Good Friday, Easter Sunday, ANZAC Day, Christmas Day and Boxing Day

At Croydon Library

Civic Square, Croydon
9am to 5pm 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