

**Application for Extension of Time - Hoarding Permit**

Building Services

Protection of the Public & Construction Zones | Regulation 116

**Need Help?**

Please contact Building Services if you need help completing this form or if you are unsure about the information we need to process the application. You can also visit [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au) or call us on 1300 88 22 33 or (03) 9298 4598. **You can also email us at maroondah@maroondah.vic.gov.au.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Applicant / Owner Details** | | | | | | | | |
| Title |  | First Name |  | | | Surname |  | |
| Postal Address | |  | | | | | Postcode |  |
| Phone |  | | | Email |  | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Property Details** | | | | | | | |
| Lot/s No |  | Unit No |  | | Street No |  | |
| Street/Road |  | | Suburb |  | | Postcode |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Appointed Building Surveyor** | | | | | | | |
| Name |  | | Company | |  | | |
| Postal Address | |  | | | | Postcode |  |
| Building Practitioner Registration Number | | | |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **I am applying for** | | | |
| **Extension of Time**  Complete this section if there is no change to the hoarding and you only require an extension of time. | | | |
| Existing Hoarding Permit No. |  | Expiry Date: |  |
| Additional time requested |  | | |
| The conditions of the existing application and permit, including current public liability insurance still apply to the hoarding.  Sign and date this form and return it Council’s Building Services Unit | | | |
| **Amendment to existing permit and extension of time**  Tick if the type or size of the hoarding will change. Attach supporting documentation for the amendment.  Occupation fees will be charged in accordance with Council’s fee structure and invoiced upon assessment of this application. | | | |

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| **Application Declaration & Acknowledgement** | | | |
| I (the applicant) hereby declare I am the owner or am authorised to apply for this permit on behalf of the owner or principal contractor. | | | |
| Signature |  | Date |  |

Lodgment Options

Applications can be emailed to maroondah@maroondah.vic.gov.au*.*

Applications can be posted to *PO Box 156 Ringwood 3134.*

Applications can be made in person at our Customer Service Centres:

**Realm,** Ringwood Town Square, 179 Maroondah Highway, Ringwood (Opposite Ringwood Station)

Hours: 9am-8pm Monday - Friday, 10am-5pm Saturday, Sunday and public holidays

**Croydon Library,** Civic Square, Croydon

Hours: 9.00am-5pm Monday - Friday

Privacy Collection Notice

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)