



# Application for Vehicle Crossing Permit ENGINEERING OPERATIONS

Section 12(c) of Schedule 10 Local Government Act

This form is to be completed by the applicant/owner and submitted for approval **prior** to the commencement of any works. Once received and after an initial inspection by Council, an invoice will be issued for the permit fee along with any special permit conditions. **Please note:** no works are to commence until the vehicle crossing permit has been approved and issued. The permit is valid for six months from the date of issue.

## SECTION 1 – Property Details

ADDRESS OF LAND INVOLVED IN THE APPLICATION			
STREET ADDRESS:			
SUBURB:	POSTCODE:	DATE:	/ /

## SECTION 2 – Applicant's Details

Please circle <b>one</b> of the options below. <b>Note:</b> the Applicant is the person responsible for the works.			
OWNER	CONTRACTOR	CONSULTANT	AGENT OF OWNER
APPLICANT'S NAME			
GIVEN NAMES:		HOME PHONE:	
SURNAME:		BUSINESS PHONE:	
POSTAL ADDRESS:		MOBILE PHONE:	
SUBURB:		POSTCODE:	
EMAIL ADDRESS:			
OWNER'S NAME			
NAME:		HOME PHONE:	
STREET ADDRESS:		MOBILE PHONE:	
SUBURB:		POSTCODE:	

## SECTION 3 – Details of Application

**IS THE PROPERTY CURRENTLY BEING ASSESSED AS PART OF A PLANNING PERMIT LODGED WITH COUNCIL'S STATUTORY PLANNING UNIT?**

YES  NO If yes, please provide application number: TP \_\_\_\_\_

**Note:** Application form to be referred to Statutory Planning Unit to determine whether a planning permit is required for the works, if a permit has been issued, current status of application, and whether the appropriate plans have been endorsed prior to issuing of the subsequent vehicle crossing permit.

## PRIVACY STATEMENT

Manningham City Council is committed to full compliance with its obligations under the Information Privacy Act 2000 (Vic) (Act). All personal information collected by Council will be used for Council business purposes and kept confidential. It will not be disclosed to third parties unless Council is required to disclose the information under other legislation or disclosure is deemed reasonable under the circumstances. You may access information you have provided to Council at anytime and make corrections if you believe that information is incorrect. To obtain a copy of Council's Information Privacy Policy please visit Council's website at [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au).

## SECTION 4 – VEHICLE CROSSING DETAILS

### IS THE INTENTION TO REPAIR, REPLACE OR EXTEND THE WIDTH OF THE ORIGINAL VEHICLE CROSSING?

YES  NO

WIDTH OF ORIGINAL: \_\_\_\_\_

PROPOSED WIDTH: \_\_\_\_\_

*(Council policy requires that the minimum crossing width be 3.0 metres and the maximum be 6.0 metres, unless approved as part of a planning permit or approved in writing by the Director Assets & Engineering or his delegated representative).*

### IS THE INTENTION TO CHANGE OR ALTER THE LOCATION OF THE ORIGINAL CROSSING (Original to be made redundant)

YES  NO

*(Council policy requires that any redundant crossing be removed and the kerb and channel and naturestrip be reinstated to Councils specifications and requirements).*

### IS THE INTENTION TO CONSTRUCT A SECOND OR SUBSEQUENT VEHICLE CROSSING?

YES  NO

*(Council policy requires that there be only one vehicle crossing permitted for a property frontage of 15.0 metres or less. The frontage of the property, not being a corner block, must have a property frontage greater than 30.0 metres to enable a second crossing to be constructed, unless approved as part of a planning permit or approved in writing by the Director Assets & Engineering or his delegated representative).*

### WILL THE CROSSING BE CLOSER THAN 1.8 METRES TO AN EXISTING CROSSING IN AN ADJOINING PROPERTY?

YES  NO

*(Council policy requires that the proposed crossing be constructed as a double crossing, and comply with Councils specifications and requirements).*

### IS THE INTENTION TO CONSTRUCT THE CROSSING WITHIN 9.0 METRES OF AN INTERSECTION?

YES  NO

*(Council policy requires that a proposed vehicle crossing not be permitted to be constructed if less than 9.0 metres from any street or road intersection, unless approved as part of a planning permit or approved in writing by the Director Assets & Engineering or his delegated representative. Distance to be measured from a point where the property boundaries intersect).*

### WILL THE CROSSING BE CLOSER THAN 1.0 METRE TO AN EXISTING COUNCIL ASSET OR OTHER PHYSICAL OBSTRUCTIONS? I.E. LIGHT POLES, FIRE HYDRANTS, STORMWATER PITS OR OTHER AUTHORITY ASSETS?

YES  NO

IF YES, PLEASE PROVIDE DETAILS: \_\_\_\_\_

### WILL THE CROSSING BE CLOSER THAN 3.0 METRES TO AN EXISTING COUNCIL STREET TREE?

YES  NO

IF YES, PLEASE PROVIDE DETAILS: \_\_\_\_\_

*(Council policy requires that the proposed vehicle crossing be a minimum of 3.0 metres clear of Council street trees and 1.0 metre clear of Council assets or other physical obstructions). If answered yes, please refer application to the Asset Maintenance Coordinator, Engineering Operations Unit for all Council assets.*

## SECTION 5 – STANDARD CONDITIONS

- Assessment of the application may take between 10 and 15 working days.
- A \$270.00 permit fee is payable prior to issuing the permit.
- An approved permit is valid for six months from the date of issue.
- The applicant must submit a copy of his/her certificate of currency for public liability insurance policy prior to the permit being issued. All insurance policies must have a minimum of \$10 million public liability cover.
- The vehicle crossing permit approval will be subject to any conditions and requirements that are detailed as part of the relevant endorsed planning permit.
- Once the Vehicle Crossing Permit is approved, a vehicle crossing inspection is to be booked on a working day (M – F) between 8:00am and 11:30am. The booking is to be made at least 24 hours before the proposed inspection time by calling Customer Service on **9846 0500**. The formwork must be completed and the steel reinforcement in place prior to the vehicle crossing inspection. Please note that some inspection times may be unavailable.
- If the vehicle crossing inspection needs to be cancelled, a minimum of two hours notice is required.
- Where a vehicle crossing inspection is booked and the Council Inspector attends the site, but the vehicle crossing is not ready and/or a representative of the owner and/or contractor is not on-site, a re-inspection fee of \$160.00 may be charged for another vehicle crossing inspection.
- Following the onsite inspection and approval of the vehicle crossing for construction, all associated concrete works are to be completed within five working days from the date of the inspection, unless approved by the Council Inspector.
- If the road pavement is damaged during the construction of the vehicle crossing, a minimum 300mm wide strip of asphalt is to be replaced for the full width of the vehicle crossing layback. The repair works are to be completed within five working days of the completion of the vehicle crossing works. The works are subject to the approval of the Council Inspector.
- The nature strip is to be reinstated within five working days of the completion of the vehicle crossing works to the satisfaction of the Council Inspector.
- The applicant must be aware of 'dial before you dig' requirements and locate services prior to any excavation works.
- The applicant must comply with 'no go zone' restrictions when working near overhead and underground assets.
- Section 99A of the Road Safety Act 1986 requires that a Traffic Management Plan must be in operation for works being undertaken on a road reserve. A copy of the Traffic Management Plan shall be kept at the worksite at all times.
- Traffic Management Plans are to be prepared in accordance with the requirements of the Road Management Act 2004 Worksite Safety – Traffic Management Code of Practice and AS 1742.3 – 2009 (or any subsequent versions of those documents).
- Where the Traffic Management Plan includes major traffic control devices that require the consent or authorisation of a Road Authority, an application that includes the Traffic Management Plan is to be submitted to the responsible Coordinating Road Authority by the applicant/owner.
- If the vehicle crossing is not constructed to Council Standards as approved by the Council Inspector, the applicant/owner will be required to remove and reconstruct the vehicle crossing to meet the relevant Council Standards. If the rectification works are not completed within the given time frame, Council will undertake the works at the applicants/owners expense.
- Part 9.4 of Manningham's General Law 2003: A person must not cause or permit any vehicle to enter or leave land owned or occupied by that person other than via a properly constructed vehicle crossing.

## DECLARATION

I, applicant/owner declare that the information provided to Manningham City Council through the completion of this application is true and correct to the best of my knowledge, and agree to abide with the conditions of the permit once issued, and to comply with Council's specifications and requirements for the construction/works necessary to the vehicle crossing for the above property. I/We the applicant declare that I/We have notified the owner of the property about this application.

Signature of Applicant:

Date:                    /                    /

## PERMIT DELIVERY METHOD:

**Please select ONE of the following options.**

Payment is required prior to the permit being emailed or posted, however payment at the time of collection is acceptable.

Email to the address provided on this application

Post to the address provided on this application

Collection from Manningham City Council (you will receive a phone call when permit is ready for collection)

**PLEASE PROVIDE A SKETCH PLAN OF THE PROPOSED VEHICLE CROSSING SHOWING ALL MEASUREMENTS:**

A large rectangular area filled with a fine grid of small squares, intended for drawing a sketch plan of a proposed vehicle crossing. The grid is empty and occupies most of the page.