

APPLICATION:

# VEHICLE CROSSING PERMIT

SECTION 12C OF SCHEDULE 10 LOCAL GOVERNMENT ACT



Address of Works		City Infrastructure – 2023/2024
Street Address:		
Suburb	Postcode:	

Property Owner's Details	
Owner's Name:	Mobile Phone:
Postal Address:	

Applicant Details	
Business / Company (If Applicable):	
If Business / Company Provide ABN / ACN:	
Applicant's Name:	Mobile:
Postal Address:	
Email:	
Emergency Contact Name and Number:	

Application Details			
Does the property have a current Planning Permit with approved plans?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, please provide the Planning Permit Number:			

Permit Delivery Method	
Please select <b>one</b> of the following options.	
<input type="checkbox"/>	Email to the email address provided on this application.
<input type="checkbox"/>	Post to the address provided on this application.
<input type="checkbox"/>	Collection and payment from Council (You will receive a phone call when the permit is ready for collection).

# 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 the minimum crossing width to be 3.0 metres and the maximum is 6.0 metres unless approved as part of a planning permit or approved in writing by the Director City Services or the delegated representative.

## Is the intention to change or alter the location of the original crossing?

Yes  No      Original vehicle crossing to be made redundant.

Council policy requires that any redundant vehicle crossing be removed, and the kerb and the nature strip, kerb, and channel be reinstated to Council 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 City Services or the 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 the Council's 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 City Services or delegated representative. Distance is to be measured from a point where the property boundaries intersect.

## Will the crossing be closer than 1.0 metres to an existing Council asset or other physical obstruction? ie 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 metres clear of Council assets or other physical obstructions. If answered yes, please refer the application to the Roads and Infrastructure Coordinator, City Infrastructure for all Council assets.

# STANDARD PERMIT CONDITIONS



Standard Permit Conditions	
1.	<b>Assessment of the application may take between ten and fifteen working days.</b>
2.	A <b>\$315.00</b> permit fee is payable prior to issuing the permit.
3.	An approved permit is valid for six months from the date of issue.
4.	The applicant must submit a copy of the <b>Certificate of Currency</b> for public liability insurance prior to the permit being issued. All insurance policies must have a minimum of <b>\$10 million in public liability cover</b> .
5.	The vehicle crossing permit approval will be subject to any conditions and requirements that are detailed as part of the relevant endorsed planning permit.
6.	Once the vehicle crossing permit is approved, a vehicle crossing inspection is to be booked on <b>Monday, Wednesday or Friday between 9:00 am and 4:00 pm</b> . The booking is to be made at least twenty-four hours prior to the proposed inspection time by contacting Customer Service on <b>9840 9333</b> . Note: The crushed rock base, and formwork must be completed with the steel reinforcement in place prior to the vehicle crossing inspection. If the vehicle crossing inspection needs to be cancelled, a <b>minimum of two-hour notice</b> is required.
7.	Where a vehicle crossing inspection is booked and the Council inspector attended 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 <b>\$182.00</b> may be charged for another vehicle crossing inspection.
8.	Following onsite inspection and approval for the vehicle crossing for construction, all associated concrete works are to be completed within five working days from the date of inspection, unless approved by the Council inspector.
9.	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.
10.	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.
11.	The applicant must be aware of <b>Dial Before You Dig</b> requirements and locate services prior to any excavation.
12.	The applicant must comply with the <b>No Go Zone</b> restrictions when working near overhead and underground assets.
13.	Section 99A of the Road Safety Act 1986 requires that a Traffic Management Plan shall be kept at the worksite at all times.
14.	Traffic Management Plans are to be prepared in accordance with the requirement of the Road Management Act 2004 Worksite Safety – Traffic Management Code of Practice and AS 1742.3 – 2009 or any subsequent versions of these documents.
15.	Where the Traffic Management Plan includes major traffic control devices that required 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.
16.	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 applicant's / owner's expense.
17.	Part 2, Clause 9 (d) use a vehicle unless it is in an area permitted for vehicles to traverse, in accordance with Manningham's Community Law 2023.

# STANDARD PERMIT CONDITIONS



## Declaration

I, applicant/owner declare that the information provided to Manningham Council through the completion of this application is true and correct to the best of my knowledge, and I agree to abide by the conditions of the permit once issued and to comply with Council's specifications and requirement for the works for the above property.

## Applicant's Signature

Applicant's Name:

Applicant's Signature

Date:

# STANDARD PERMIT CONDITIONS



**Please show the following details:**

- Sketch plan of the proposed vehicle crossing showing all measurements.
- Nearest intersection.
- Any affected or nearby street furniture, parking signs, bins, power poles, pits, bus stops/shelters, etc.

North ↑

## PRIVACY STATEMENT

Manningham Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act 2014 (Vic.)*. 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 the information you have provided to Council at any time and make corrections if you believe that information is incorrect. To obtain a copy of the Council's Information Privacy Policy please visit Council's website at [www.manningham.vic.gov.au](http://www.manningham.vic.gov.au).



Interpreter service  
**9840 9355**

普通话 | 廣東話 | Ελληνικά  
Italiano | عربي | فارسی

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