



# Application Form Park Crossing Permit

To: Parkland Services Department  
Frankston City Council  
PO Box 490  
Frankston 3199

Civic Centre  
Corner Young and Davey Streets Frankston  
Phone: (03) 9768 1555  
Fax: (03) 9768 1511

Damage to Council assets by vandalism and misuse of facilities each year unnecessarily costs Council and ultimately the ratepayers. This process is designed to protect Council and the community's assets, and when damaged, to assist Council in obtaining the necessary compensation.

This application needs to be completed by the Company/Persons undertaking the works.

Please allow 4 working days for inspection and processing of application.

**When undertaking the works, the Contractor/Persons will be required to produce an authorised Permit upon request by a Council Officer.**

*NOTE:- Council may restrict access times due to other demands/uses and seasonal factors.*

## APPLICANT DETAILS

Name:

Address:

Phone: Business:

Mob.:

Fax:

I hereby apply to cross the park specified below in accordance with the information provided in this application.

Date:

Applicant Signature:

## DETAILS

Name / Description of Council Property to be Accessed:

Council Property Address:

Contractor Name:

Contractor Address:

Contractor Phone: Bus:

AH:

Mob.:

Postal Address (for refund of bond):

Scope of works being undertaken:

Types of vehicles involved in works being undertaken:

### Further Information

Frankston City Council reserves the right to recover compensation for loss or damage caused by interference or damage to its assets.

### Privacy Statement

The personal information requested on this form is being collected by Council for the Legal Point of Discharge permit application. This information will be used solely by Council for that primary purpose or directly related purposes and will not otherwise be disclosed without your consent or as required or permitted by law. You may apply to Council for access and/or amendment of the information.

**In Person** (cash, cheque, EFTPOS)  
Civic Centre, Davey Street, Frankston.  
Seaford Shop, 120 Nepean Highway, Seaford.  
Langwarrin Shop, Shop 6, Gateway Shopping Centre.

**By Mail** Send this Application Form with a not negotiable cheque or money order. (DO NOT SEND CASH)

**By Phone** **Fax application to (03) 9768 1511** for phone credit card payments (Mon to Fri 8:20am-5:00pm)

## Office Use Only

Approved by:

**Account Code: AP**  
(Pre Payment)

Signature:

Date:

Fee

\$60.00

Bond (payable by cheque only)

\$500.00

Total Payable:

~~\$130.00~~



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## ADJOINING PROPERTY

Address:

Property Owner Name:

Phone: BH:

AH:

Mob:

## ACCESS DETAILS

Access Required from (date)

To (date)

Entry you wish to use:

Melway Ref.:

## INSURANCE

**Proof of current Public Liability Insurance is to be provided to Council**

Public Liability Insurance Policy No.:

Insurance Company:

Expiry Date:

Amount: \$

## NAMES OF ALL SUB CONTRACTORS UNDERTAKING WORKS

1.

2.

3.

4.

## Park Crossing Permit *(to be detached and supplied to applicant after authorisation)*

***This Permit must be carried by Contractor whilst undertaking works***

Date Issued:

Issued To:

Access approved between (dates)

and

Site Address:

Authorised by Council Officer (signature):

Print Name:

Title:





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## CONDITIONS OF ACCESS

*Please read all conditions carefully and sign below.*

- Council reserves the right to cancel this permit at any time if the permit conditions are breached.
- Current public liability insurance must be presented and approved before any permit will be issued.
- A bond must be lodged with Council against any damage to the reserve or other Council property or fixtures caused by the permit holder's activities. The bond must be lodged before any permit will be issued.
- The bond must be paid by cheque.
- The bond amount depends on the duration and type of work to be carried out.
- A site inspection of the reserve will be undertaken by the Inspecting Officer before and after fencing works. At the discretion of the Inspecting Officer, the Fencing Contractor will be required to undertake any remedial works necessary. Alternatively, remedial works to the reserve will be undertaken by Council, the costs calculated at a schedule of rates and deducted from the bond. Any remaining bond will then be returned.
- Permitted hours of access 6.00 am - 6.00 pm.
- Gate(s) must be locked at all times.
- Any keys issued must be returned immediately upon completion of works.
- The reserve must be left in a clean and tidy condition. All waste or debris (including off-cuts) generated by your activity is to be removed from the reserve immediately.
- No damage to any tree is permitted including, but not exclusively; scraping, debarking, broken limbs. No removal of any tree/shrub is permitted.
- No storage of materials or equipment on reserve.
- Weight limits for vehicles - GVM 13,000kg
- Height limits for vehicles - 3.5 metres.

Signature of Applicant:

Name (please print):

Date:

