



# Application for Occupation of Road and Council Land for Works Permit

(Includes Hoardings & Awnings, Mobile Crane, and Travel Towers)

## Applicant details

Name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

## Works details

Street number: \_\_\_\_\_ Lot number: \_\_\_\_\_

Street name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode:

Date of Works : from       Time of Works:

to

Describe the type of works: \_\_\_\_\_

\_\_\_\_\_

Planning Permit Number:    /     /  /

(if applicable, attach endorsed plan): \_\_\_\_\_

Type of equipment that will be involved in all works

  
  


Fencing  
 Awning  
 Other  
 Details:

  


Hoarding  
 Mobile Crane/Travel Tower

\_\_\_\_\_

## Privacy Statement

Frankston City Council is committed to protecting your privacy. The personal information you provide on this form will be used to liaise with you about your application. Your information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.



## Supporting documentation checklist

The following documentation must be provided to Frankston City Council at the time of application. Applications received without the required documentation will not be processed.

Please complete self-checklist below

- Certificate of Currency (Public Liability Insurance)**  
Cover must be current for the date/s requested to conduct the works and show cover to the value of greater than \$20M.
- Traffic Management Plan (TMP)**  
1:100 outlining the proposed location provision of traffic and signage for the duration of the works. With the exception of Pedestrian Management Plan or some TMP to be determined by Council, all TMPs plans must be prepared by qualified Traffic Management personnel and comply with Code of Practice Worksite Safety Traffic Management
- Asset Protection Permit Application**  
Asset Protection Permit can be applied for via Frankston City Council website [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au). For further information please contact Engineering Department on 1300 322 322.

## Statement of Acceptance - *This section must be completed by all applicants.*

I declare that the information I have provided is true and correct. I have read, understood and agree to Frankston City Council's Occupation of Road for Works Permit 'Conditions of Issue and Use' and wish to apply for the selected permit to use in accordance with these terms. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for the purpose as stated. I agree to return the permit if my eligibility changes. I acknowledge any information found to be false in support of this application will result in my permit being cancelled.

Applicants Name: \_\_\_\_\_  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Permit Fees – All fees are non-refundable as at 01/07/2024**

**Application Fee \$376.00**

**Mobile Crane/Travel Tower**

<input type="checkbox"/>	Under 10 tonne	<input type="checkbox"/>	No of Units
<input type="checkbox"/>	Over 10 tonne	<input type="checkbox"/>	No of Units

**Occupation of on-street car parks within FMAC\* (less than or equal to 7 days) You must apply to Frankston City Councils Compliance team for approval of car park occupation – 1300 322 322**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**Occupation Fees for Council Land (pro rata for occupation less than one week apply)**

<b>Occupation of Council Land – Within FMAC</b>	\$7.00 per m <sup>2</sup> per week
<b>Occupation of Council Land – Outside FMAC</b>	\$5.00 per m <sup>2</sup> per week

*\*FMAC – Frankston Metropolitan Activity Centre boundaries as defined under Frankston Planning Structure Plan*

	Area (m <sup>2</sup> )	Number of Days	Date (from)	Date (to)												
Stage 1	<input type="text"/>	<input type="text"/>	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y											
D	D	M	M	Y	Y											
Stage 2	<input type="text"/>	<input type="text"/>	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y											
D	D	M	M	Y	Y											
Stage 3	<input type="text"/>	<input type="text"/>	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y											
D	D	M	M	Y	Y											

*If more stages are proposed, submit as attachment*

**Will you be installing Works Zone signage**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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*\*Subject to review by Council’s Traffic Engineer. Proposal not supported for existing No stopping, Bus Zone, Loading Zone (and other red zones), or any other circumstances where deemed unsatisfactory. Signage must be at the property frontage unless applicant has written consent from abutting properties.*

*\*\*Please be advised that Frankston City Council do not supply any work zone signage*

**If Yes, indicate location and dates**

Location	<input type="text"/>	<i>Address or attachment</i>						
Installation Date	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	
D	D	M	M	Y	Y			



Removal Date

D	D	M	M	Y	Y
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## How to apply

Please complete this application form and return with the required supporting documentation to Council via one of the methods below.

- In Person  
Frankston City Council - Civic Centre  
30 Davey Street  
Frankston VIC 3199
- By Mail  
Frankston City Council  
PO Box 490  
Frankston VIC 3199
- By Email  
Please email this completed application form to: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

## Next steps

1. When we have received your application, we will contact you to advise how to pay. If you have provided an email address, **you will receive a link with details explaining how to pay the fee online.**
2. Once we have received payment, you will receive your permit **within 10 business days.**

## Further Information

For more information:

- Please visit Frankston City Council website [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au), or
- Call Council on 1300 322 322 and ask to speak to our helpful Engineering Services staff.

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## Office use only

Payee  
name:

\_\_\_\_\_

Account code: AP

\_\_\_\_\_



Address: \_\_\_\_\_ Total: \$ \_\_\_\_\_

- Applicants must complete Frankston City Council's Occupation of Road and Council Land for Work Application form and submit it to Council with the required supporting documentation within prior to the placement of the item on Council land.
- Applications must be submitted to Council at least five (5) working days prior to the commencement of the proposed works.
- All applicants must provide a copy of Certificate of Currency (Public Liability Insurance). Cover must be current for the dates proposed to conduct the activity and show cover to the value of or greater than \$10 million.
- All applicants must provide a Traffic Management Plan 1:100 that
- All applicants must provide written notice, 48 hours' prior to commencement of work to the occupiers of the following properties:
  - Directly adjacent to the proposed site
  - Where access to the property will be restricted due to a temporary road closure
  - In adjacent street where the only vehicular access to their property is through the work site
  - Who may be adversely affected by the proposed works
- All applicants must complete and submit an Asset Protection Permit Application form
- All applicants must comply with the Conditions of the Asset Protection Permit
- Frankston City Council reserves the right to request additional information or documentation that may support the application.
- Any instruction(s)/direction(s) issued by an authorized officer of Frankston City Council or a member of Victoria Police must be complied with immediately.
- Any instruction(s)/direction(s) issued by an authorized officer of Frankston City Council or a member of Victoria Police not complied with may result in the issuing of an infringement to the individual under Infringement 'Failure to comply with the direction of an authorized officer'.
- The area must be left in a clean state to the satisfaction of Frankston City Council. Any unreasonable damage or spoiling of an asset as a result of the activity will incur a rectification cost.
- Litter dropped must be retrieved immediately. Failure to do so will result in cleaning and/or infringement costs.
- Placement and use of an item outside the Conditions and Issue of Use are prohibited and subject to enforcement.
- All parking regulations, other than restrictions on timed parking, are to be complied with unless signs indicate otherwise.
- Any permit which is obtained as a result of providing false or misleading information may be cancelled and the supplier may be ineligible to obtain a permit for a period of up to twelve (12) months.
- Failure to comply with the Condition and Issue of Use may result in cancellation or withdrawal of the permit(s) and the supplier may be ineligible to obtain a permit for a period of up to twelve (12) months.
- Frankston City Council reserves the right to withdraw a permit at any time.
- Frankston City Council reserves the right to change the Conditions and Issue of Use of the permit at any time.

### **Suppliers, drivers and hirers must comply with the following relevant legislation not listed below:**

- Frankston City Council Community Local Law 2020
- Road Safety Regulations 2009
- Road Management Act 2004