



This application is to permit occupation of a road, footpath or Council land at the location/s specified below and for dates or time period indicated.

Occupation of Roads, Footpaths or
Council Land

Fee \$70.00 (per permit)

Submission Requirements:

Please provide the following items with your application

- ☐ Site plan or a sketch of proposed works details
- ☐ Traffic/Pedestrian Management Plan
- ☐ Certificate of Currency of Public Liability Insurance
- ☐ Copy of intended notification letter to affected properties

Questions marked with an asterisk (*) must be completed.

Applicant Details

Applicant* The person who wants the permit.	First Name:	Last Name:	
	Business or Organisation (if applicable):		
	Postal Address:		
	Suburb/Locality:		Postcode:

Contact Details*

	Daytime Phone:
	Email:

Location and Details of Occupation of Road, Footpath or Council Land

Site Address	Street Address:		
	Suburb/Locality:		Postcode:
	Lot No:	Crown Allotment:	Section No:
	Locality/Township:		

Council Property or Assessment Number			
Occupation Type	<input type="checkbox"/> Footpath <input type="checkbox"/> Road <input type="checkbox"/> Council Land <input type="checkbox"/> Other _____		
Occupation Purpose	<input type="checkbox"/> Bin or Skip <input type="checkbox"/> Crane <input type="checkbox"/> Motorised Plant & Equipment <input type="checkbox"/> Hoarding /Scaffolding /Fencing <input type="checkbox"/> Non-motorised Plant & Equipment <input type="checkbox"/> Other _____		
Start Date		End Date	
Area Occupied L x W (m ²)			
Description of Works			

Public Liability Insurance Details*

Policy Number	Insurer	Expiry Date	Amount of Cover

*You must attach a copy of Certificate of Currency for public liability insurance. A minimum cover of \$10 million is required.

Declaration (This form must be signed by the applicant. *)

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature:

Date:

Checklist

- Have you:
- ☐ Filled in the form completely?
 - ☐ Provided all necessary supporting information and documents?

Incomplete forms will result in a delay in processing your application.

Lodgement

Lodge your
completed application
form and all the
documents to:

Pyrenees Shire Council
5 Lawrence Street
BEAUFORT VIC 3373

Email: pyrenees@pyrenees.vic.gov.au

Council may or may not issue a permit with or without conditions and may also cancel a permit at any time. A permit will be valid for dates or period of time indicated on the permit upon being issued and is not transferable.

7.7 OCCUPATION OF ROADS, FOOTPATHS AND COUNCIL LAND

- (1) A person must not, without a permit, allow or suffer another person, without a permit, to:
- (a) occupy;
 - (b) fence off;
 - (c) leave or store equipment or materials on;
 - (d) erect a hoarding or scaffolding on;
 - (e) use any plant or equipment on; or
 - (f) place, leave or keep a bulk rubbish container on;
- any road or footpath or part of a road or footpath, or on any Council land.

In determining whether to issue a permit Council will consider:

- (a) the nature and duration of the works;
- (b) the likely hazard that the works may constitute to users of the road;
- (c) the impact of the works on the amenity of the adjoining area;
- (d) whether Public Liability insurance or indemnity has been provided to Council; and/or
- (e) any other matter relevant to the circumstances of the application.

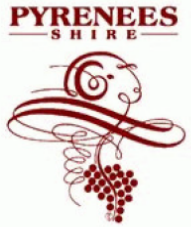
Office Use Only

Application Number:

Date Lodged: / /

The Pyrenees Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy and Data Protection Act 2014. The personal information required on this form will only be used by Council for the purpose of processing a local law permit. The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on 03 5349 1100 during business hours.

PYRENEES SHIRE COUNCIL



5 Lawrence Street, Beaufort 3373
Phone: (03) 5349 1100
Fax: (03) 5349 2068
Email: pyrenees@pyrenees.vic.gov.au

PAYMENT OPTIONS FORM

(Please attach with your application)

Name:			
Property Address:			
Phone Number:			
Email:			
Department:	<input type="checkbox"/> Building	<input type="checkbox"/> Planning	<input type="checkbox"/> Local Law
	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Other :	
Description:			
Total Amount To Pay:	\$		

How would you like to pay?

<input type="checkbox"/> Over the Phone by CREDIT CARD	Our Customer Service team will call the phone number provided on this form to take your payment.
<input type="checkbox"/> In Person by CASH, CHEQUE or EFTPOS	Please bring your application and pay in person at Council's Beaufort Office or Avoca Information Centre.
<input type="checkbox"/> Mail a CHEQUE	Post your application and include a cheque payable to: Pyrenees Shire Council, 5 Lawrence Street, BEAUFORT Vic 3373.

Signed: _____

Date: _____

PLEASE NOTE THAT YOUR APPLICATION CANNOT BE ASSESSED OR PROCESSED UNTIL PAYMENT HAS BEEN MADE IN FULL

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