

Community Amenity Local Law No. 1 Clause 14

Road opening application



What you need to do

Before you start!

The fast and easy way to apply is online via

📧 portphillip.vic.gov.au/pay-apply-report

Otherwise complete this form and submit via email.



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



Submit application

This form and supporting documents must be submitted via email or by mail.



Receive your invoice

Once your application is processed you will receive an invoice. Allow 5 business days for a decision.

Read before starting

Application requirements

Memorandum of Authority

A Department of Transport MOA is to conduct work in a road reserve (e.g. public/arterial roads). Additionally, under the Road Safety (Road Rules Regulations), if a major traffic control item (e.g. introducing a speed reduction or the installation of temporary traffic lights) is to be utilised, a MOA must be obtained.

Site Plan/Drawing

Site plan/drawing must clearly show the following: (a) the area of the opening including all dimensions; and (b) safety measures (signs, barricades, line markings etc.) for the management of pedestrians.

Traffic Management Plan

The plan must show all safety measures for the management of traffic and pedestrian safety (e.g. signs, barricades, line markings), dimensions, length x width in metres (e.g. area of use, area remaining, distance from any intersections), and any obstructions (e.g. signs, trees, bicycle racks, street furniture)

Legal Point of Discharge

A legal point of discharge must be obtained before a permit for Stormwater drainage works can be issued. Contact Building Department on (03) 9209 6253 to apply.

Site Condition Photos

Prior to commencement of works, site condition photos are required to establish/confirm the extent of reinstatement on completion of works.

Principal's Indemnity Agreement

Insurance: The Permit holder must maintain a comprehensive public liability insurance policy for a minimum of \$20,000,000, with an insurer approved by the Australian Prudential Regulation Authority which shall remain current for the term of the Permit. The permit holder must also provide a certificate of currency noting Council as an interested party.

Indemnity: The Permit holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under this Permit and be directly related to the negligent acts, errors or omission of the Permit Holder. The Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

How to apply

Applicable fees will be invoiced on receipt of your application.

Note: If the applicant wishes to cancel the permit once the invoice and permit has been issued by Council, then the applicant will be liable to pay the application fee.

Submit this form and required supporting documentation:

- ✉ devpermits@portphillip.vic.gov.au
- ✉ City Permits
City of Port Phillip
Private Bag 3
St Kilda VIC 3182

Further information

- 📞 03 9209 6216
- 📧 portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/construction-permits/road-opening-permit

1 Declaration

I have included a copy of current Public Liability Insurance (minimum coverage \$20m)

I have included copy of Department of Transport MOA, Traffic Management Plan, site plan/drawing, legal point of discharge, site condition photos

I declare that I am an authorised person to apply for the Road Opening Permit and that all information in this application is true and correct.

I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

I agree that I have read, acknowledged, and accepted all of the terms and conditions, and disclosures contained in this document.

2 Applicant details

First name

Last name

Business name

ABN

ACN

Site address

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on

Email

3 Works details

Date commencing Date concluding

Do you have an Asset Protection Permit?

Yes No

If yes, state the reference number

What works are to be conducted?

Sewer Connection	Storm Water Connection	Communications Connection
Service Authority Works	Electrical/Power Connection	Other (please specify)

What part of the road reserve are your works in?

Footpath	Nature Strip
Road or Lane (a road closure permit may be required)	Parking bay
Kerb channel	Other (please state)

Do any of the following assets require relocation as a result of the Road Opening?

Parking Ticket Machine	Street Furniture
Litter Bin	Other (please specify)

Note: The applicant is responsible for all associated costs as a result of the relocation of any Council assets.

Privacy policy

The personal information requested on this form is being collected by the council for purposes of assessment in accordance with Community Amenity Local Law No. 1, Clause 14. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of considering the application for a Road Opening Permit and that he or she may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information & Privacy Officer Governance & Engagement Department, City of Port Phillip.