



Report and consent: Erection of precautions over the street alignment

What you need to do



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 lodged you will receive an invoice within two working days.

Read before starting

Below are some things people often miss when submitting their application. Making sure you include this information will prevent delays and save you time.

Documents to be provided

In order for your application to be assessed, this form must be accompanied by:

- **one copy of a site plan layout** that clearly shows the following:
 - The area of the footpath/road that is to be occupied by the hoarding.
 - The height and type of hoarding that is proposed.
 - The dimensions of the area of the footpath/road that is to be occupied by the hoarding.
 - The minimum clearances to be provided adjacent to the perimeter of the hoarding (i.e. minimum 1.5 meter clearance for pedestrian access).
 - If the property is located on a declared road, provide the approval of Vic Roads. A list of declared roads can be found on vicroads.vic.gov.au/traffic-and-road-use/road-network-and-performance/maps-of-declared-roads

- **a letter from the relevant building surveyor** for the project detailing and consenting to the proposed method of public protection/precautions that are to be erected over the street alignment.
- **a sectional detail of the proposed gantry.** The sectional detail is to include the method of support to ensure lateral stability. Please note that no part of any support or restraint is to encroach beyond the face of the gantry (ie concrete base or the like).

Street Occupation Permit

Prior to any protection works or safety precautions being constructed over the street, road or footpath, a Street Occupation Permit must be obtained from Council. For information about how to obtain the permit, please contact the Development Permits team on 03 9209 6216.

How to apply

Submit this form and required supporting documentation:

- ✉ helpbuilding@portphillip.vic.gov.au
- ✉ Municipal Building Surveyor
City of Port Phillip
Private Bag 3
St Kilda VIC 3182

Application fee

You will receive an invoice for the application fee of \$325 once your application is assessed.

Further information

- ☎ 03 9209 6253
- 📄 portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/report-and-consent

1 Declaration

I am the:

Owner

Agent of owner

All the information in this application is true and correct.

I have provided all necessary supporting information and documents.

2 Applicant details – person who wants the report and consent

Business name

First name

Last name

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact

Email

3 Owners details – if same as applicant, go to question 4

First name

Last name

Unit number

Number

Street name

Suburb

State

Postcode

Best phone number to contact

Email

4 Site / project details

Unit number Number Street name

Suburb Postcode

Proposed erection date Proposed removal date

5 Relevant building surveyor details

First name Last name

Building practitioner registration number

Organisation

Best phone number to contact Email

Office use only

Application
number

Date
lodged

For further information or a large print version

☎ 03 9209 6253 🌐 portphillip.vic.gov.au/planning-and-building ✉ helpbuilding@portphillip.vic.gov.au

Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by Council for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and he/she may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer by calling ASSIST on 9209 6777.