



Vehicle crossing permit

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 to apply in person.



Complete the form

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



Submit application

Allow a minimum of 15 business days for assessment of your application.



Receive your invoice

Applicable fees will be invoiced upon receipt of application.

Read before starting

Site Plan/Drawing

A detailed site plan/drawing of the site of construction is required, and must show the following:

- All physical constraints (posts, poles, infrastructure, street trees); and
- Dimensions of the frontage of the property including the proposed location of the temporary crossing.

In some circumstances, due to the level differences between the property boundary, kerb invert and road surface, the vehicle crossing as allowed by the standard permit may not be suitable for all vehicle types and scraping may occur. If you think a steep vehicle treatment may be required please contact us.

Supporting documentation checklist

The following documents must be provided and will be used to assess your application. Please ensure that you tick all of the boxes.

Site plan/drawing including dimensions of vehicle crossing and distance from nearest site property boundary.

Copy of current Public Liability Insurance (min \$20m).

Copy of Planning Permit and relevant endorsed plans (if applicable).

Obligation to Insure

The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$20M (or more). The Public Liability Policy shall be affected with an insurer approved by the Council. The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer/User/Permit holder.

Council's 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 the Permit once granted and be directly related to the negligent acts, errors or omission of the Permit Holder.

How to apply

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/vehicle-crossing-permit

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 2023, Clause 12. 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 an Vehicle Crossing Permit and that they may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information and Privacy Officer Governance and Engagement Department, City of Port Phillip.

1 Declaration

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

I have read, acknowledged, and accepted all of the guidelines

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

I accept that if I the applicant wish to cancel the permit once the invoice for the permit has been issued by Council, then the applicant will be liable to pay the application fee.

2 Applicant's details**Contact name**

First name

Last name

Business name (if applicable)

Site address

Unit number

Number

Street name

Suburb / locality

State

Postcode

ABN

ACN

Applicant's address

Same as site address

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on Email

3 Vehicle crossover request details

Reason for permit

Construct new vehicle crossing

Alteration to existing vehicle crossing

Distance between property boundary and kerb

Existing footpath features (select appropriate)

The applicant is required to obtain approval from the relevant Authority and is responsible for all associated costs as a result of the relocation of any Authority.

Pole

Telstra pit

Parking sign

Drainage pit

Street furniture

Other (please specify

Fire hydrant

Tree

Gas

Ticket machine

4 Application requirements

Is this application in connection with a planning permit? If yes, please include the planning permit number

No

Yes

Site plan/drawing

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