



# Final inspection of vehicle crossing request

## 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](https://portphillip.vic.gov.au/pay-apply-report) Otherwise complete this form and submit via email.



### Complete the form

This form must be completed and returned on completion of the works.

## Read before starting

This form is to be completed by the permit holder.

### Request for final inspection

- The final inspection will not be conducted unless all the building, construction, and associated works, (including Council asset clean-ups) are completed where applicable.
- The final inspection of Council's assets is not the same as the final inspection for the building works. The final inspection for the building works is done through your Private Building Surveyor or Council's Building Department and it only relates to the construction works.

### Reimbursement of security deposit

- The security bond is refunded to the permit-holder only on completion of the building works, provided that there has been no damage to Council assets or any damage done has been reinstated to Council standards.
- Damage to Council assets that has not been repaired to Council satisfaction will be reinstated by Council, and the cost deducted from the bond. If the bond isn't enough to cover this cost, the permit holder will be charged the difference.
- Any damage to Council's assets by Service Authorities will be the owner's / permit holder's responsibility.
- Any damage may result in fines to the permit-holder and/or builder.

### How to apply

Submit this form and required supporting documentation:

- ✉ [devpermits@portphillip.vic.gov.au](mailto: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](https://portphillip.vic.gov.au/vehicle-crossing-permit)

## 1 Declaration

I am the permit holder for this vehicle crossing application

## 2 Permit details

Vehicle crossing permit number

### 3 Applicant's details

#### Contact name

First name

Last name

Business name (if applicable)

#### Site address

Unit number

Number

Street name

Suburb / locality

State

Postcode

#### Postal address

Same as site address

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on Email

### 4 Application requirements

#### Is this application in connection with a Planning Permit?

No

Yes

If Yes, please include the planning Permit Number:

#### 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.

#### Privacy policy

The personal information requested on this form is being collected by the council for purposes of assessment in accordance with Community Amenities 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 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 and Privacy Officer Governance and Engagement Department, City of Port Phillip.