



# Private Kerbside Electric Vehicle (EV) Charging Application Guidelines

December 2024

## Who can apply for a private kerbside electric vehicle (EV) charger permit?

Residents in City of Port Phillip are eligible to apply if they and their property meet all the following criteria:

- Applicant is a property owner or a tenant with written landlord permission.
- Property is a standalone building (no multi-unit apartment buildings or office blocks).
- Property has no off-street parking.
- Property is not in a flood prone area.
- The applicant must have current public liability insurance of a minimum of \$20 million that extends to include the private kerbside EV charging infrastructure and be valid for the life of the charger.

### Application and checklist

The following information and checklist must be submitted with your application.

Information required	Applicant's response
Applicant's full name	
Address	
Phone	
Email	
Are you the property owner?	Yes / No
If renting, have you received the written consent from the property owner? A copy must be provided	
Is the property a standalone building? Specify the type of property and if strata titled i.e. Part of an Owners Corporation	
If applicable, have you received written approval from the Owners Corporation to install a private kerbside charger? A copy must be provided	
Is the property in a Heritage Overlay?	

<p>Does the property have off-street parking? (i.e. driveway)</p>	
<p>Do you have a current parking permit? Provide permit reference details.</p>	<p>Permit ref:</p>
<p>How many electric vehicles are part of your household?</p>	
<p>License plate(s) of the vehicle(s)</p>	
<p>Have you included site photographs showing the proposed location of the private kerbside charger and all other assets (trees, utility poles, etc) in the vicinity?</p>	
<p>Have you included a proposed Traffic Management Plan (TMP) to manage pedestrian access during installation? The TMP may vary depending on the street, but it should include a diagram outlining the work area, a temporary pathway for pedestrians around the works, signage and safety bollards.</p>	
<p>Have you included a dimensioned plan, indicating what underground infrastructure is present at the proposed location? Refer to 'Before You Dig' Australia results (<a href="https://www.byda.com.au/">https://www.byda.com.au/</a>)</p>	
<p>Have you included a dimensioned diagram, showing the proposed location of unit cabling?</p>	
<p>Have you included the charging technology manufacturers' specifications (i.e. model) the of charger to be installed?</p>	
<p>Do you have appropriate insurance certificate of currency covering installation location for \$20M, or a statement from your insurer confirming that the unit</p>	

is covered under existing policy? A copy must be provided	
Is the 3 <sup>rd</sup> Party (installer) authorised by the applicant to complete installation of the equipment and assist with the application process?	
<b>Criteria</b>	<b>Applicant's response (Yes / No)</b>
Parking is possible directly in front of your property, in the area adjacent on the street	
Parking area is not in a paid parking zone	
Parking area is not in a bike path or laneway	
Area is suitably lit, for a charger to be seen when it is in use.	
The charger would be at least 2.5m clear of the base of any street tree. If this were to be varied, the applicant may be required to obtain an arborist's report	
The footpath should be at least 1.8m wide (excluding nature strip). If the footpath were less than 1.8m, this would be assessed on a case-by-case basis.	
The charger would not be within 10m of an intersection unless parking restrictions permit.	
The charger would be at least 300mm clear of any utility pits, and at least 100mm clear from a stormwater pipe (legal point of discharge).	
The charger would be at least 1m clear of any public infrastructure including, but not limited to <ul style="list-style-type: none"> <li>Streetlight</li> </ul>	

<ul style="list-style-type: none"> <li>• Power Pole</li> <li>• Utility Box</li> <li>• Side Entry Pit</li> <li>• Pram crossing</li> <li>• Vehicle crossing</li> <li>• Fire hydrants</li> </ul>	
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## How to apply

Requests for approval to install private kerbside charging infrastructure are through a permit application process and will be assessed on a case-by-case basis. To apply for a private kerbside EV charging infrastructure permit, please read through the below guidelines and follow the steps detailed below.

<b>Permit application guidelines</b>	
Private kerbside charger application submission	<p>Resident (Applicant i.e., Permit and consent holder) to send completed application via email to <a href="mailto:enviro@portphillip.vic.gov.au">enviro@portphillip.vic.gov.au</a>.</p> <p>Note: We are working to automate the application submission process and will keep you updated on changes to the process.</p>
Application assessment	<p>Upon submission of an application, the applicant will be invoiced a non-refundable application fee – after payment has been completed, Council staff will assess and make a decision on the permit.</p> <p>Note: If property is in a Heritage Overlay, after assessments are completed, Council will notify the resident to apply for a separate planning permit.</p>

<p>Application for Planning Permit (if property in Heritage Overlay)</p>	<p>Resident (applicant i.e., permit and consent holder) will need to complete the planning application form (City of Port Phillip Planning Application Form), attach an aerial site plan and any other relevant supporting documents and submit the application to Helpdesk- <a href="mailto:Planning@portphillip.vic.gov.au">Planning@portphillip.vic.gov.au</a>. A fee will need to be paid for the application to be submitted.</p> <ul style="list-style-type: none"> <li>Once the planning permit has been approved and issued, the applicant should submit the approved planning permit and the finalised date of installation of charger to <a href="mailto:enviro@portphillip.vic.gov.au">enviro@portphillip.vic.gov.au</a>.</li> </ul>
<p>Invoicing for issuing Street Occupation Permit and working within roads reserve consent.</p>	<ul style="list-style-type: none"> <li>Resident (applicant i.e. permit and consent holder) will be invoiced by Council’s Development Permits <a href="mailto:devpermits@portphillip.vic.gov.au">devpermits@portphillip.vic.gov.au</a> for the Street Occupation Permit and working within roads reserve consent.</li> <li>Council will issue the permit and consent with necessary validity and installation dates to the resident (applicant) once all necessary documentation has been provided.</li> <li>A bond of approximately \$500 will be secured from the resident to ensure removal of charger and reinstatement of the footpath at the end of its use. The bond value will be assessed and increased if required based on site conditions.</li> </ul>
<p>Installation to be arranged and notified to Council.</p>	<ul style="list-style-type: none"> <li>Resident (applicant i.e. permit and consent holder) is to arrange for the installation of the charger with the provider and ensure installation is in accordance with the working within roads reserve consent previously issued.</li> <li>Resident (applicant i.e. permit and consent holder) or the provider must submit a notice of completion of work within 5 business days once footpath has been reinstated to Council standards (as per working within roads reserve consent).</li> </ul>

<p>Renewal of permits and compliance of T&amp;Cs of permits and consents issued to applicant (permit and consent holder)</p>	<p>Council will undertake an annual renewal and compliance assessment. The following will be assessed:</p> <ul style="list-style-type: none"> <li>• Permit holders will be strongly encouraged to hold appropriate insurance cover and will be made aware by Council of the risks and their legal liability in the absence of appropriate cover.</li> <li>• Existing chargers in flood prone areas will be reviewed by Council and permits may not be renewed.</li> <li>• Permit renewals could be declined if the location of private kerbside EV chargers constrains any future Council works on Council roads and footpaths.</li> <li>• Current and future permit holders will be required to register their chargers with 'Before You Dig' Australia after installation has been completed. They will also need to annually renew their registration. Proof of renewal on an annual basis will be requested prior to permit renewals.</li> </ul>
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## Fees to obtain necessary approvals to install a private kerbside EV charger

<b>Permit Application Fee*</b> <i>(non-refundable)</i>	\$500	Payable to City of Port Phillip for site inspections and assessments of the permit application.
<b>Street Occupation Permit fee *</b> <i>(to be renewed annually)</i>	\$110	Provides consent to occupy part of the footpath. Required for long-term occupation of the footpath by the private kerbside charger. (Valid for one year from date of issue)
<b>Planning Permit Fee*</b>	\$220.50	Planning permit required for properties in Heritage Overlays. <i>(State government sets the permit triggers under the Heritage Overlay provisions.)</i>
<b>Working Within Road Reserve Consent fee*</b> <i>(Fee set by Department of Transport)</i>	\$95.60	Provides consent to the permit holder to dig any part of the road reserve that is managed by Council as part of Road Management Act 2004. (Permits the installation and reinstatement of footpath)

*\*Subject to cpi*

**Note:**

Applicants will discuss with their charging technology provider regarding costs to purchase and install a private kerbside charger. All ongoing operation and maintenance requirements will also need to be discussed with the technology provider.



## City of Port Phillip

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St Kilda VIC 3182

Phone: **ASSIST** 03 9209 6777

Email: [portphillip.vic.gov.au/contact-us](mailto:portphillip.vic.gov.au/contact-us)

Website: [portphillip.vic.gov.au](http://portphillip.vic.gov.au)

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### National Relay Service

If you are deaf or have a hearing or speech impairment, you can phone us through the National Relay Service (NRS):

TTY users, dial 133677, ask for 03 9209 6777

Voice Relay users, phone 1300 555 727,

then ask for 03 9209 6777.

[relayservice.gov.au](http://relayservice.gov.au)



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