

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale VIC 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service : 133 677
ABN: 81 957 967 765

Application for Kerb Side Numbering Permit

General Local Law 2017

This permit has an annual fee of \$117.00

There are some hard words in this form. The hard words are in blue. You can read what the words mean on page 2.

Please use block letters and a black pen.

Name:				
Business trading name:				
Postal address:			Postcode	
Phone number: Work:		Mobile:		
Email address:				
Which towns are involved?				
First date of trading: ____/____/____		Last date of trading: ____/____/____		
Hours of operation: Start: _____		<input type="checkbox"/> am <input type="checkbox"/> pm	Finish: _____	
		<input type="checkbox"/> am <input type="checkbox"/> pm		
Details of products or services: _____				

Insurance Details: Please attach a copy or give information below –	
Insurer name: _____	
Policy number: _____	Policy expiry date: ____/____/____
Sum insured: (minimum of \$20 million public liability insurance) _____	

I declare that:

- All information on this form is true
- I will abide by the rules attached to this form

Signature: _____	Date: ____/____/____
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Office Use Only:	
Licence Ref No: LC/LL/PP/_____	Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit <input type="checkbox"/> Eftpos
Amount Paid: \$_____	Receipt Date: ____/____/____ Receipt No: _____

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Rules for Kerb Side Numbering Permit

General Local Law 2017

The Permit holder must make sure that the work site activities meet Occupational Health & Safety legislation and principals whilst operating on Council assets.

1. The permit holder or his agent must make sure pedestrian and vehicle access is not blocked and that nothing annoying happens as a result of the kerb side numbering.
2. You must provide Council a copy of your public liability insurance.
3. Council bears no responsibility or liability as a result of painting the street numbers on the kerb as requested. Council is not responsible for any costs from the kerb side numbering.
4. While painting kerb side numbers, road works signage must be up to warn motorists and pedestrians that you are working in the area and signage must meet Australian Standards.
5. Council will accept no responsibility for the maintenance or replacement of the numbers in the event of wear and tear, removal or other damage to the numbers on the kerb faces. This applies to [reconstruction](#) of street and footpaths during street maintenance.
6. Numbers shall be displayed as follows:
 - (a) Barrier Kerbing – on the return of the layback
 - (b) Roll over Kerbing – on the top face of the kerbing
7. Numbers shall be black and painted on a white background using materials approved by Council.
8. Numbers shall be a standard size 80mm in height.
9. One number per property only shall be acceptable.
10. This permit is not to be used as an approval or recommendation by Council for any work done by the operator. Any knowledge to the above shall result in immediate withdrawal of the permit.
11. Council can ask you to remove the numbering, at your cost, for any numbering not of acceptable standard.
12. Council does not demand this service, the permit holder needs to give documents to each client stating this. Any [harassment](#) or bullying approach will result in the permit being cancelled.

Hard Words

Harassment: Aggressive pressure or intimidation.

Reconstruction: Something that has been rebuilt after being damaged or destroyed.

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Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 9.00am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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