

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 **Hoarding** Permit

General Local Law 2017

There are some hard words in this form. The hard words are in **blue**. You can read what the hard words mean on page 3

This permit has a fee of \$121.00 per application. **After 2 weeks there will be an occupation fee of \$6.30 per square metre, per week.**

Business trading name:														
Person responsible:														
Postal address:				Postcode										
Phone number: Business:			Mobile:											
Email address:														
What are you closing off?					<input type="checkbox"/> Footpath		<input type="checkbox"/> Road		<input type="checkbox"/> Both					
Location of hoarding :														
				Postcode										
Date of closure: From: ____/____/____					To: ____/____/____									
Times of closure: From: _____					<input type="checkbox"/> am		<input type="checkbox"/> pm		To: _____		<input type="checkbox"/> am		<input type="checkbox"/> pm	
Reason for closure: _____ _____ _____														
Safety precautions taken, keeping in mind pedestrians: _____ _____ _____														
Insurance details: Please attach a copy of insurance														
Insurer name: _____														
Policy number: _____ Policy expiry date: ____/____/____														
Sum insured: (minimum \$20 million public liability insurance) _____														
Please supply a site plan showing the areas, with measurements, that are being closed with this application.														
Signature: _____										Date: ____/____/____				

Rules Apply For Temporary Road Closure

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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This permit relies on the permit holder meeting all of these rules and any other [statutory obligation](#) associated with the activity.

1. Any road or footpath closures will not be allowed for more than six hours, and will not continue beyond sunset, unless special permission is given from Council.
2. You must provide Council a copy of your public liability insurance.
3. Council must approve the size and shape of all [hoardings](#) set up on Council property.
4. [Hoarding](#) screens must be built with closely boarded timber or plywood between 1.8m to 2.4m in height to secure a building site and form a [barrier](#) against noise, dust and debris. Chain wire and corrugated iron fences are considered unfit for this purpose.
5. [Hoardings](#) are to be designed to withstand wind loads to AS 1170.2 with counterweights as necessary to prevent overturning. [Hoardings](#) adjoining excavations are to be designed to withstand a lateral line load of 0.75 KN/m applied at a height of 1 metre from the base and suitably guarded by [barriers](#) to prevent vehicle impact.
6. [Hoardings](#) and [barricades](#) must be in good condition, free from graffiti and maintained to the satisfaction of the Council. They should be painted in a uniform colour, preferably white.
7. All building work or site work must be kept within the [hoarding](#).
8. Adequate safety lights must be provided to the satisfaction of the Council and generally in accordance with AS 1742. All lights must be kept lit from sunset to sunrise.
9. [Perishable, dangerous or hazardous substances](#) must not be placed within or stored in any public place.
10. Hydrants, service hatches, or other street furniture must not be covered, or access blocked, in any way. A minimum clear access of 1500mm will be required for pedestrians. This may be reduced to 1200mm at locations of street furniture or trees.
11. No advertisements or bill posters other than the contact board is to be attached to [hoardings](#) without prior approval of Council.
12. Access from existing footpaths to the temporary footpaths are to have a ramp over the kerb and channel. The ramp is to be securely fixed and be a minimum of 1.2m wide.
13. Pedestrian access must be provided and maintained so that there is a clear path with access to and from the existing footpath. A minimum footpath width of 1.5m must be maintained at all times.
14. When work is being undertaken that is near the property boundary, a representative of the permit holder should be present to guide and protect the public.
15. Precautions must be taken before and during any works to protect and guard the safety of the public.
16. The bitumen surface of the road or the sealed surface of the footpath is not to be inserted or damaged under any circumstances

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17. Decent and proper traffic barriers, appropriate "Road Closed" and any other necessary warning signs are to be securely put up and maintained across the road and footpaths so that it is safe at all times.
18. The closure is affected using approved **barricades** and warning signs supplied by the applicant. Council reserves the right to ask the applicant to provide more warning signs.
19. The function activities must not interfere with normal pedestrian usage of the street or residents requiring vehicular access to their properties.
20. The applicant must immediately remove all **barriers** and street **obstructions** in the event that access is required by emergency vehicles including: Victoria Police, Fire Brigade, Ambulance, East Gippsland Water and SPAusnet.

I declare that:

- I have read Council's rules on Street Closures supplied to me and agree to follow them
- The organisation agrees to cover Council, its servants and agents from all actions, costs, claims, charges and expenses from anything related to the closure of a street or footpath.

Signature:

Name:

Date: ____ / ____ / ____

Hard Words:

Hoarding/s: A temporary board fence erected round a building site.

Statutory Obligation: A required course of action to which a person is morally or legally bound

Barrier: A fence or other obstacle that prevents movement or access

Barricades: An improvised barrier erected across a street or other thoroughfare to prevent or delay the movement of opposing forces

Obstructions: A thing that impedes or prevents passage or progress

Perishable Substance: A particular kind of matter likely to decay or go bad quickly

Dangerous Substance: A particular kind of matter likely to cause harm or injury

Hazardous Substance: A particular kind of matter which is risky or dangerous

EXAMPLE ONLY

Property address	Property address	Property address
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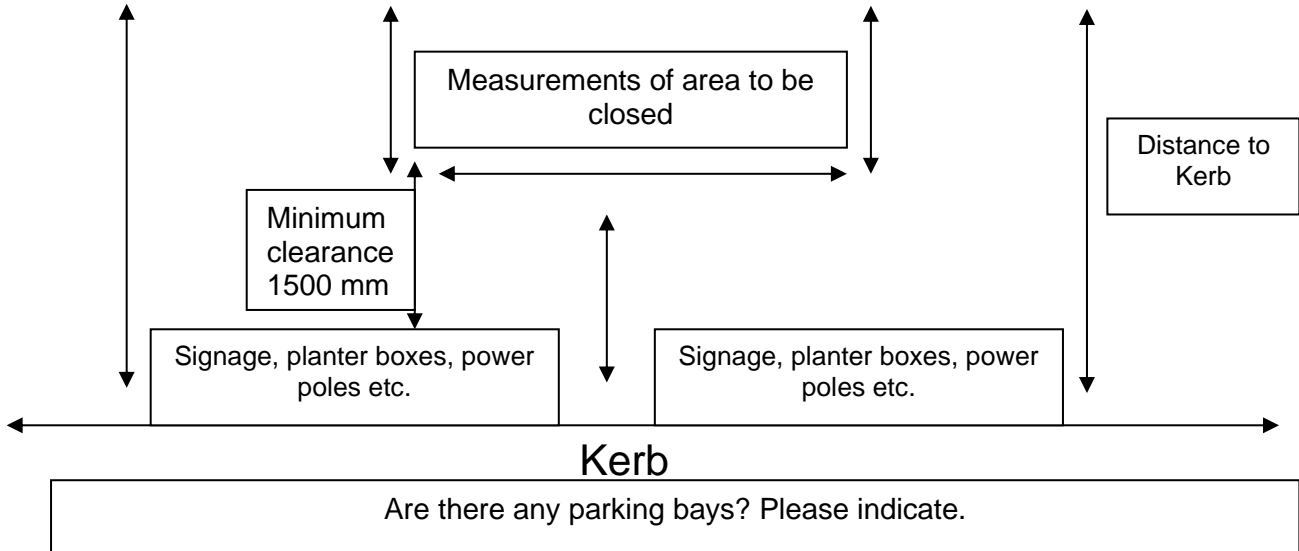
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Please attach a map similar to this with all relative details to the application.

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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