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| **APPLICATION FOR A GENERAL LOCAL LAWS PERMIT – 2023/24** |

**Please tick the appropriate box of the permit you want to:**

* Plant or interfere with vegetation on Council land
* Modify or interfere with a Council asset \*
* Sell goods, services or motor vehicles on Council land \*
* Store or assemble machinery, materials, goods or vehicles on Council and residential land \*
* Camp on private or Council land within the City of Whitehorse \*
* Keep or store more than one caravan on residential land
* Light fires in the open air or in an incinerator
* Place a Charity bin on a road or on Council land
* Perform maintenance, dismantle or repair a vehicle on a road or on Council land \*
* Leave a motor vehicle weighing more than 1 tonne, trailer or caravan on a road or Council land for more than 14 continuous days
* Leave a motor vehicle weighing up to 1 tonne on a road or Council land for more than 30 continuous days
* Other activity (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Activities with a \* require a minimum of 10 million dollars (AU$10,000,000) Public Liability insurance.**

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| **Applicant Details** |
| Applicant’s Name  |  |
| Postal Address |  |
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| Phone (mobile) |  | Phone (b/hours) |  |
| Email address |  |

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| **Land Owner Details (If different to the Applicant Details)** |
| Owner’s Name  |  |
| Phone (mobile) |  | Phone (b/hours) |  |
| Email address |  |

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| **Details**Please provide details e.g. why the permit is required, anticipated commencement date and the length of time activity to be undertaken. |  |

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| **Documentation to be attached with the application form** |
| In order for this application to be considered you are required to provide copies of the following documents:* Current Certificate of Liability for a minimum of 10 million dollars (AU$10,000,000) cover where required (Obtain from insurer)
* Written approval from the land/property owner to conduct the permit activities
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| **Cost of Permit** | Nil |

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The personal information on this form is being collected by Council to enable the processing of this application and for the purpose of administration of relevant Acts, Regulations and Local Laws. The personal information will be used by Council for that primary purpose or directly related purposes only. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments of the information.

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| **Permit Conditions** | * The permit holder must ensure that all the permit conditions are complied with at all times.
* The permit holder must provide evidence of $10 million of public liability insurance for the permit period.
* The permit is not transferrable:
	+ Permits are not to be photocopied or used by someone not named on the permit
	+ Permits are not to be leased, sold or given away
	+ No form of advertising of a permit for rent, lease, sale profit or other beneficial or fraudulent consideration of causing such an advertisement to be published is permitted.
* The permit holder or their representative must comply with any parking regulations in the area if required, unless otherwise agreed to by Council. A permit will not override any clearway or freeway parking restrictions.
* Manholes, hydrants, telephone boxes, taxi ranks and tram and bus stops may not be obstructed.
* The permit does not entitle the permit holder to cause danger to the normal flow of traffic or restrict traffic movements.
* Council will NOT allow, without a valid Council permit, the installation of permanent structures on Council land.
* At the conclusion of the permit period a new application form must be submitted.
* The permit must be produced for an Authorised Council Officer on request.
* The permit holder will comply with all directions by a member of Victoria Police or Authorised Council Officer, including a direction that the permitted activity cease and any related plant or equipment be removed.
* Any other conditions related to the permitted activity.
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| **Breach of Permit Conditions** | * The permit may be cancelled
* Fines may be issued
* Costs incurred by Council may be charged directly to the permit holder
* Goods or equipment may be impounded
* Future permit applications may be declined
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| **Council Considerations** | In deciding whether to grant a permit the Council will take into consideration:* The nature, time, location and duration of the proposed activity
* Details supplied by the permit applicant
* The suitability of the supporting documentation for this application
* The applicant’s record in applying for similar permits and adherence to permit conditions
* The effect on the quiet enjoyment of other users of the municipal place or road and the amenity of the area
* Whether any undue obstruction will be caused to pedestrians or vehicle traffic in the area specified
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| **How to submit your application?** | * Via email by sending to: customer.service@whitehorse.vic.gov.au
* Via mail by sending to:

Community Safety, Whitehorse City Council, Locked Bag 2, Nunawading Delivery Centre, VIC 3110* In person at one of the Whitehorse City Council Customer Service Centres

**Whitehorse Civic Centre**379 - 399 Whitehorse Road, Nunawading, 3131Phone 9262 6333**Box Hill Town Hall**1022 Whitehorse Road, Box Hill**Forest Hill Chase Shopping Centre**Shop 275, Canterbury Road, Forest Hill |
| **Response** | * Allow 10 business days
* You will be notified in writing

Note: The permit process may be delayed if the required documentation is not provided, is out of date or insufficient. |
| **Link to further information** | C:\Users\gast\Downloads\d709fc55e87cb2c6111599db278107e8.png<https://www.whitehorse.vic.gov.au/community-local-law>  |