



**Whitehorse City Council**  
379–399 Whitehorse Road  
Nunawading VIC 3131  
Locked Bag 2 Nunawading VIC 3131  
  
ABN: 39549568822

Telephone: (03) 9262 6333  
Fax: (03) 9262 6490  
NRS: 133 677  
TIS: 131 540  
customer.service@whitehorse.vic.gov.au  
www.whitehorse.vic.gov.au

**BUILDING ACT 1993  
BUILDING REGULATIONS 2018  
Regulation 116**

**APPLICATION FOR COUNCIL CONSENT  
TO ERECT PRECAUTIONS OVER THE STREET ALIGNMENT – PUBLIC PROTECTION**

**APPLICANT'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**BUILDER'S NAME (IF DIFFERENT TO ABOVE):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**RELEVANT BUILDING SURVEYOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Project Details – What works are being undertaken:** \_\_\_\_\_

**Type of Public Protection Required - Indicate: Hoarding / Gantry / Other:** \_\_\_\_\_

**Dates Required - From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Length:** \_\_\_\_\_ **Distance from Property Boundary:** \_\_\_\_\_

**Height:** \_\_\_\_\_ **Area Occupied m<sup>2</sup>:** \_\_\_\_\_

**Builder's Public Liability Insurance Details:** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ABN. 39 549 568 822**

**OFFICE USE ONLY**

Prescribed Fee: \$316.40 (GST not applicable) plus \$2 per m<sup>2</sup> per day (rounded up to the nearest whole number for area) min \$400 per week / max \$1000 per week per installation  
A 40% additional levy for occupation period without consent/beyond approved period.  
All fees are non-refundable and non-transferable.

**CONTACT DETAILS:**

Email address: [customer.service@whitehorse.vic.gov.au](mailto:customer.service@whitehorse.vic.gov.au)

Phone: 9262 6421

**Please lodge your application online with all referenced documents at**  
[www.whitehorse.vic.gov.au/planning-building/lodge-and-apply/building-related-applications](http://www.whitehorse.vic.gov.au/planning-building/lodge-and-apply/building-related-applications)

## **GUIDELINES/REQUIRED INFORMATION FOR PRECAUTIONS OVER THE STREET ALIGNMENT**

Pursuant to the Building Regulations 2018, Regulation 116, it is the Relevant Building Surveyor who must determine when precautions must be taken, both before and during building works, to protect the safety of the public. It is also the responsibility of the Relevant Building Surveyor to approve these precautions before the building works commence (i.e. the type of hoarding or gantry and its suitability for the works proposed).

If these precautions are to be erected over the street alignment then the approval of the relevant Council must also be obtained.

The following information must be submitted to Council when seeking approval.

1. Complete and return the application form.
2. Payment of Fees. The Application Fee is required to be paid when initially submitting. Following this, an occupation fee will be calculated and invoiced after an initial assessment has been completed. An Assessment Officer will be in contact with the applicant.  
  
Additional fees may also be required if the proposed works will result in loss of public parking or loss of revenue from parking meters, etc.
3. A letter must be signed by the Relevant Building Surveyor indicating approval of the type of precautions over the street alignment proposed and its suitability for the works to be undertaken on the site.
4. Copy of current public liability insurance. Note consents will only be granted for a period which is fully covered by the public liability insurance. Should occupation be required beyond the period of the public liability insurance period, an additional application will be required. Minimum value of the public liability insurance shall be no less than \$20 million.
5. One (1) copy of A3 plans for the proposed precautions over the street alignment must be submitted and include:
  - a) A full site plan showing the location of precautions over the street alignment with clear footpath widths indicated;
  - b) All street furniture (i.e. kerb line, signs, poles, traffic lights, rubbish bins, bus/tram/train stops, street trees, telephone or letter/post boxes, etc.) and;
  - c) Details of the type of precautions over the street alignment proposed (i.e. section, elevations, standard details, fixing details, etc.).
  - d) A further site plan detailing pedestrian/public warning and diversion signage, routes, and other safety installations & lighting as required around the occupied area.
6. Structural engineers design and certification of the public protection measures beyond title boundary.
7. Should you be occupying land which is adjoining a declared road under the Road Management Act, please provide a copy of your consent from VicRoads/Department of Transport. This is known as a Memorandum of Authorisation or MOA

### **PLEASE NOTE:**

A. The legal responsibility and liability for any claim lodged for injury or damage to any person or property, which may arise from the presence of the public protection measure and respective installation/s, rests with the applicant.

B. Any works zone, loading zone, traffic management plan, or alteration to existing pedestrian or traffic movements in the area including signage or diversions to normal conditions, shall only occur with the prior written consent of Councils Traffic Management Unit generally as part of an application for Road Closure or part thereof. Please contact Councils Traffic Unit on 9262 6177 to obtain this consent.

*The information requested on this form is in accordance with Schedule 6 (Part 2) of the Building Regulations 2018. The personal information collected on this form will be used solely by Council for the purpose of processing an application for Council report. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments to the information.*