

# 'Works Zone' Application Form 2018/19

## For New Applications Only

Schedule 11, clause 1 Powers concerning parking as defined under the Local Government Act 1989, Council may fix, rescind or vary the days, hours and periods of time for which, and the conditions on which, vehicles may stand in a parking area in any highway or parking area'. 'Works Zone' parking prohibitions are enforceable under the Victoria Road Safety Road Rules 2017.

The installation of a new 'Works Zone' is for the purpose of providing safe access along the immediate frontage of the construction site for construction vehicles engaged in construction work undergoing loading and unloading activities. A Works Zone is not for the purpose of providing parking for construction workers close to the construction site. A minimum of 26 weeks can be applied for under this Works Zone application.

For projects that require parking opportunities, the applicant may apply for 'Construction Worker Parking Permits' to exempt construction workers from parking restrictions near a construction site. The application for Construction Worker Parking Permits can be downloaded by clicking the following link [www.whitehorse.vic.gov.au/forms/parking](http://www.whitehorse.vic.gov.au/forms/parking).

Where a local road footpath and or nature strip and or road is required to be occupied as part of your works, (such as unloading and loading of goods, crane lifts and concrete pours) and proposed changes to existing pedestrian and vehicle traffic management arrangements are required, or requested, a Temporary Part or Full Road Closure Consent is required. The application and consent for a Temporary Part or Full Road Closure can be downloaded by clicking the following link [www.whitehorse.vic.gov.au/engineering/forms](http://www.whitehorse.vic.gov.au/engineering/forms).

Enquiries regarding 'Works Zone' applications can be made to Council's Transport Team on 9262 6187.

**Please allow at least 10 working days to process this application. Providing that all criteria is met and submitted, once approved it may take up to 4 weeks for signage to be ordered and installed**

<b>Applicant's Name</b>			
<b>Company Name (if applicable)</b>			
<b>Applicant or Company Address</b>	<b>Street:</b>		
	<b>Suburb:</b>		<b>Post Code:</b>
<b>Email address</b>			
<b>Phone Numbers</b>	<b>Mobile:</b>		<b>Business hours:</b>

<b>Development site address</b>	<b>Street:</b>																						
	<b>Suburb:</b>		<b>Post Code:</b>																				
<b>Proposed 'Works Zone' Frontage</b> <i>(note map on page 4 or 5 is to be completed)</i>	<b>Road Name:</b>																						
	<b>Road Name:</b> <i>(if there is a second frontage)</i>																						
<b>Dates that the 'Works Zone' is required</b> <i>(a minimum of 26 weeks)</i>	<b>Dates:</b>																						
		<table border="1"> <tr> <td></td><td></td><td>20</td><td></td><td></td> </tr> <tr> <td>Day</td><td>Month</td><td>Year</td><td></td><td></td> </tr> </table>			20			Day	Month	Year			<b>and</b> <table border="1"> <tr> <td></td><td></td><td>20</td><td></td><td></td> </tr> <tr> <td>Day</td><td>Month</td><td>Year</td><td></td><td></td> </tr> </table>			20			Day	Month	Year		
		20																					
Day	Month	Year																					
		20																					
Day	Month	Year																					

**'Works Zone, 7am to 5pm, Monday to Saturday' restriction times**

# FEES

Minimum 26 Week 'Works Zone' Parking Bay occupation fee (including GST)		Payment
Administration fee	\$80.00	\$80.00
Signage installation and removal	\$600.00	\$600.00
<b>Non – Metered/Ticketed Parking Bays</b> <i>(\$7.50 per bay x 6 days x 26 weeks)</i>	\$1,170.00 x _____ Parking Bays	\$ _____
<b>Metered/Ticketed Parking Bays</b> <i>(\$26 per bay x 6 days x 26 weeks)</i>	\$4,056.00 x _____ Parking Bays	\$ _____
<b>Total Fee</b> (GST included)		\$ _____

## Terms and Condition of Consent

- A 'Works Zone' will only be considered along the frontage of the construction site for a **minimum of 26 weeks** (i.e. 6 months).
- A 'Works Zone' is **not** supported where there are existing parking prohibitions and clearways.
- A 'Works Zone' is **not** supported where there are existing bus or tram stops (or similar) unless written support is obtained by the responsible public transport operators.
- The maximum operating period of a 'Works Zone' is 7am to 5pm, Monday to Saturday.
- To extend/renew an existing 'Works Zone' Consent, the applicant will need to apply using the '**Works Zone' Renewal Form** and nominating the additional weeks required.
- As per Road Rule 181 of the Victoria Road Safety Road Rules 2017, ***"A driver must not stop in a 'Works Zone' unless the driver is driving a vehicle that is engaged in construction work in or near the zone."*** The applicant is responsible to monitor vehicles illegally parked in the 'Works Zone' and to contact Council's Compliance Department on 9262-6333 during work hours for enforcement of illegally parked vehicles.
- Payment must be received to process this application.
- A 'Works Zone' typically may take up to four (4) weeks to be established to allow for the installation of relevant signage after consent is given.

### Note:

Should you wish to extend the length of time of the approved 'Works Zone', please complete and submit a '**Works Zone' Renewal Application** form which can be downloaded by clicking the following link [www.whitehorse.vic.gov.au/engineering/forms](http://www.whitehorse.vic.gov.au/engineering/forms).

# 'Works Zone' Application Consent

## Declaration

Council reserves the right to cancel this 'Works Zone' at any time if there has been a failure to comply with any of the conditions of this consent or compliance with Council's Local Laws and the *Victoria Road Safety Road Rules 2017*;

I have read and understand the terms and conditions relating to this application and I am aware that as the applicant / permit holder, I am responsible for all traffic management & liability associated with the operation of the 'Works Zone'

..... /..... / 20.....  
PRINT (FULL NAME)                                      DATE                                      SIGNATURE

Consent (City Of Whitehorse Internal Use Only)		
As a delegated officer, I hereby consent to the renewal of the 'Works Zone' as detailed above, providing that the conditions listed on this form are satisfied.		
.....	.....	..... /..... / 20.....
TRANSPORT CO-ORDINATOR	SIGNATURE	DATE

## Application and Payment Methods

The completed application form and fees must be submitted to Council by one of the following methods prior to the application being considered:

Method	Details	Payment options
In person	Nunawading Civic Centre 379 Whitehorse Road Nunawading 9am – 5pm Monday to Friday	<ul style="list-style-type: none"> <li>Cheque (payable to Whitehorse City Council)</li> <li>Credit card (Visa or Mastercard)</li> <li>EFTPOS or cash</li> </ul>
Email	<a href="mailto:customer.service@whitehorse.vic.gov.au">customer.service@whitehorse.vic.gov.au</a>	<ul style="list-style-type: none"> <li>Application and Credit Card Payment Form must be sent <b>as two (2) separate</b> attachments in an email</li> </ul>

*The personal information requested on this form and collected by Council is necessary for the administration and enforcement of temporary part/full road closures under the Road Management Act 2004 and/or the Local Government Act 1989. This information will be used solely by Council for that /those primary purposes or directly related purposes. The intended recipients of the information are Council officers. Council may disclose the personal information collected on this form to law enforcement agencies, courts and other organisations authorised to collect it pursuant to law. Individuals have a right to seek access to their personal information held by Council and may make corrections to that information by contacting Council's Transport Team on 9262-6187. You may view Council's Privacy Policy on our website [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au) or obtain a copy from any of the Council offices.*

## Proposed 'Works Zone' Location Midblock Property

- ❖ Please indicate on the map below the lengths of available parking/parking bays, signs poles, trees and crossovers. Indicate the parking restrictions that apply e.g. '2-hour, 8am-6pm, Mon-Fri'.

Street \_\_\_\_\_

Kerb & Channel

Nature-strip

Footpath

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

### Legend

Existing parking sign =



Other signs/poles =



Existing power pole =



Existing bus stop flag =



Tree =



**See next page for a corner property location**

## Proposed 'Works Zone' Location Corner Property

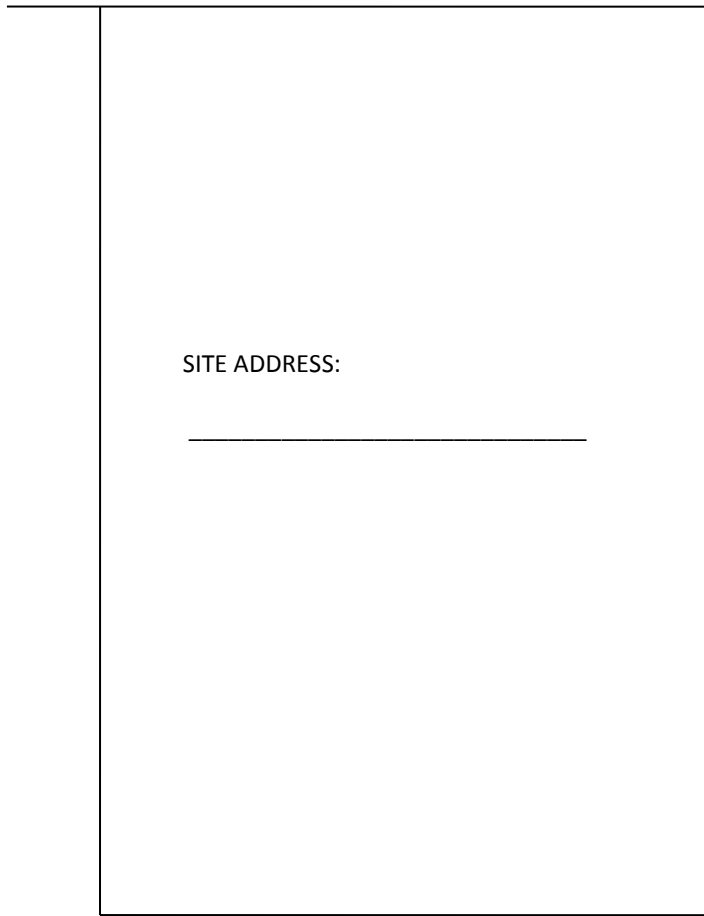
- ❖ Please indicate on the map below the lengths of available parking/parking bays, signs poles, trees and crossovers. Indicate the parking restrictions that apply e.g. '2-hour, 8am-6pm, Mon-Fri'.

Street \_\_\_\_\_

Kerb & Channel

Nature-strip

Footpath



SITE ADDRESS:  
\_\_\_\_\_

Street \_\_\_\_\_

### Legend

- Existing parking sign =
- Other signs/poles =
- Existing power pole =
- Existing bus stop flag = **B**
- Tree =

Footpath

Nature-strip

Kerb & Channel

Example  
Crossover

\*\*\* must be a separate attachment on your email \*\*\*



**Credit Card Payment Request Form  
'Works Zone' Application**

Receipt No:	
-------------	--

**PAYMENT DETAILS: (Please use CAPITAL LETTERS)**

<b>'Works Zone' Location</b>			
<b>Name (as shown on credit card)</b>			
<b>Company Name (if applicable)</b>			
<b>Applicant or Company Address</b>	<b>Street:</b>		
	<b>Suburb:</b>	<b>Post Code:</b>	
<b>Email address</b>			
<b>Phone Numbers</b>	<b>Mobile:</b>	<b>Business hours:</b>	
<b>Dates that the 'Works Zone' is required</b>	<b>Dates:</b>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Day	Month	Year
	and	<input type="text"/>	<input type="text"/>
		Day	Month
		Year	

**Account RC 451**

<b>'Works Zone' Parking Bay occupation fee (including GST)</b>	<b>Payment</b>
Administration fee	<b>\$80.00</b>
Signage installation and removal	<b>\$600.00</b>
Total <u>Non – Metered/Ticketed</u> Parking Bays	\$ _____

**Account RC 076**

Total <u>Metered/Ticketed</u> Parking Bays	\$ _____
--	----------

	<b>Payment</b>
<b>TOTAL FEE (GST included)</b>	\$ _____

Card type:  **Visa**       **Mastercard**      (Please circle)

Card no:

*(Please note that American Express and Diners Club cards are not accepted)*

Expiry Date: ...../.....      Signature: .....      Date: ..... / ..... / 20.....

The personal information requested on this form is necessary for the assessment of this application for a temporary part/full road closure under the *Road Management Act 2004* and/or the *Local Government Act 1989*. This information will be used solely by Council for that /those primary purposes. The intended recipients of the information are Council officers. Individuals have a right to seek access to their personal information held by Council and may make corrections to that information by contacting Council's Transport Team on 9262-6187. You may view Council's Privacy Policy on our website [www.whitehorse.vic.gov.au](http://www.whitehorse.vic.gov.au) or obtain a copy from any of the Council offices.