



**Whitehorse City Council**  
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**BUILDING ACT 1993  
BUILDING REGULATIONS 2018  
Regulation 116**

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

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

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

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

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

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

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

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

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

**PERMIT NO.:** \_\_\_\_\_ **ISSUE DATE:** \_\_\_\_\_

**Location of Hoarding (Address):** \_\_\_\_\_

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

**Length:** \_\_\_\_\_ **Distance from Building Line:** \_\_\_\_\_

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

**Details of Public Liability Insurance:** \_\_\_\_\_

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

**ABN. 39 549 568 822**

**OFFICE USE ONLY**

**Prescribed Fee: \$287.60 (GST not applicable) plus \$2 per m<sup>2</sup> per day  
(min \$300 per week / max \$750 per week)**

**Site Comments:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT DETAILS:**

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

Phone: 9262 6421

**OFFICE USE:** FEE \_\_\_\_\_ DATE \_\_\_\_\_ RECEIPT No \_\_\_\_\_ ACCOUNT AP/PP/BUILD2

# **GUIDELINES & APPLICATION FORM FOR HOARDING PERMITS**

## **LEGISLATIVE REQUIREMENTS**

Pursuant to the Building Regulations 2018, Regulation 116, it is the Relevant Building Surveyor (i.e. either the private building surveyor or municipal building surveyor, depending on who the applicant has appointed to issue his/her building permits) 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.

## **HOW TO SEEK THE CONSENT OF COUNCIL FOR HOARDINGS, ETC. OVER THE STREET ALIGNMENT.**

The following information must be submitted to the Municipal Building Surveyor of the City of Whitehorse when seeking approval to erect hoarding etc. over the street alignment.

### **Step 1 COMPLETE AND RETURN THE ATTACHED APPLICATION FORM**

The attached application form, which requires the names and addresses of the applicant, property owner, and relevant building surveyor, details of public liability insurance, and time required to occupy the street, must be completed and returned with appropriate plans and fees as described in Steps 2 and 3.

### **Step 2 DETAILED PLANS OF PROPOSED HOARDINGS, ETC.**

A copy of detailed plans of the proposed hoarding must be submitted and these plans must include:

- A full site plan showing the location of hoardings with clear footpath widths indicated;
- All street furniture (i.e. kerb line, nearest intersecting street, signs, poles, traffic lights, litter bins, bus/tram/train stops, street trees, telephone or letter/post boxes, etc.) and;
- Details of the type of hoarding or gantry proposed (i.e. section, elevations, standard details, fixing details, etc.).

**Note:** These plans or a covering letter must be signed by the Relevant Building Surveyor indicating approval of the type of hoarding or gantry proposed and its suitability for the works to be undertaken on the site.

### **Step 3 FEES FOR APPROVAL AND FOR DURATION OF TIME TO OCCUPY THE STREET**

A fee of \$287.60 (GST not applicable) must be submitted with the application for consent to positioning of the hoarding, etc. over the street.

A land lease rate applies to all hoarding permit applications. This rate is calculated at \$2 per m<sup>2</sup> of occupied land per day with a minimum of \$300 and a maximum of \$750 per week. Only holistic values are used for this calculation and rounded to the next whole figure i.e. If 15.2m<sup>2</sup> of land is occupied then 16m<sup>2</sup> is used for the land lease calculations.

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.

#### **Step 4 THE ISSUING AND DISPLAYING OF THE HOARDING PERMIT**

On receipt of the application, plans and fees to erect hoardings, etc. over the street alignment, the site will be inspected and if the proposal is considered appropriate a 'Consent & Report will be issued.

1. The permit must be securely affixed to the outside face of the hoarding.
2. The permit will include conditions such as safety lighting to be provided, restrictions regarding advertising on hoardings, duration approved for the occupation of the street, responsibility of damage to public property or if injury to persons occurs, etc.
3. The approval of the design, structural adequacy and suitability of the public protection precautions (hoardings, etc.) is the responsibility of the Relevant Building Surveyor for the project and this must be obtained before building works commence.
4. The location and type of hoarding etc. must be in accordance with the plans submitted and approved by Council.
5. No damage is to be caused to any Council or other authority's assets. If damage is caused to any Council or other authority's assets, the damage must be repaired by the applicant under Council supervision to Council's standard, at the applicant's own cost.
6. A clear footpath width of 1.5m must be provided at all times for pedestrian use. This clear width must be maintained with a satisfactory hard surface pavement over its entire length, with no irregularities, to ensure safe pedestrian usage at all times.
7. The hoarding must have a smooth outside surface finish, with no protrusions, and be adequately signed and illuminated to ensure pedestrian safety at all times. (Permanent electric lighting must meet the requirements and satisfaction of the appropriate Electricity Authority and must be vandal proof).
8. No advertisement signs or placards shall be placed on or affixed to any hoarding, other than precautionary measures signage, and every hoarding shall be constructed to leave all traffic signals and signs in the vicinity clearly visible to motorists and pedestrians at all times.
9. 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 hoarding, rests with the applicant.

*Should you wish to discuss any of the above, please contact the City of Whitehorse Building Department on telephone: 9262 6421*

#### **Hoarding Permit Application Requirements:**

1. Copy of current public liability insurance.
2. Detailed plans (1 copy of A3) which must accompany this application
3. No hoardings, etc. are to be erected until Council has given its consent and report pursuant to Building Regulation 116.
4. The hoardings, etc. must be approved by the Relevant Building Surveyor before building works commence pursuant to Building Regulation 116.
5. Before and during the carrying out of building work all excavations must be fenced or otherwise guarded against being a danger to life or property pursuant to Building Regulation 116.