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| **APPLICATION TO PERFORM EMERGENCY PREPARATION WORKS** |

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| **Applicant Details** |
| Applicant’s Name | First Name |  | Family Name |  |
| Whitehorse Property Owner Name Listed on Rates Notice |  |
| Whitehorse Property Address specified on the Rates Notice |  |
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| Phone (mobile) |  | Phone (b/hours) |  |
| Email address |  |
| **Owner’s Ordinary Place of Residence** |
| Address of Owner’s Ordinary Place of Residence |  |
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| **People Travelling to the Property (Other travellers must ordinarily reside with the owner. People from other residences cannot travel together)** |
| First Name |  | Family Name |  |
| First Name |  | Family Name |  |
| First Name |  | Family Name |  |
| First Name |  | Family Name |  |
| First Name |  | Family Name |  |

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| **Travel Period (NOTE: Travel is only allowed for a maximum of one 72 hour period. If you cannot stay overnight on the property requiring preparation works, you must return to your primary property)** |
| Start Date |  | Start Time |  |
| End Date |  | End Time |  |

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| **Proposed Property Preparation Works****(Choose all that apply)** | **Works** | **Y/N** | **Works** | **Y/N** |
| Mowing or slashing cutting grass / scrub |  | Assessing damage |  |
| Clearing gutters |  | Making repairs |  |
| Sand bagging |  | Other – Please specify below |  |
| Removing vegetation |  |  |
| Clearing around dwellings and out-buildings |  |

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| **Permit Fee** |
| Permit Fee Cost | The permit is free of charge |

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

The personal information collected is required for processing your parking permit in accordance with the Residential Parking Permit Scheme and *Road Safety Act 1986,* managing the administration of your parking permit and for any later renewal. Intended recipients of the information are authorised Council officers. Without consent your application may not be processed online. The information will remain for Council use only and not be disclosed except as required by law or if consent is provided to do so. You may view [Council’s Privacy Policy online](https://www.whitehorse.vic.gov.au/sites/whitehorse.vic.gov.au/files/assets/documents/Information-Privacy-Policy_0.PDF) and access your information by contacting Compliance Department on 9262 6333

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| **Permit Conditions** | * The permit is only valid at the nominated City of Whitehorse property stated on the permit
* The permit is only valid for a continuous period of 72 hours within the dates and times specified
* At the conclusion of the permit period a new application form must be submitted
* The permit can only be used to:
	+ Travel directly to the additional property from the primary residence and from the additional property to the primary residence
	+ Travel only with members from the primary residence household that are listed in the application
	+ Travel to and from the additional property only within the dates specified in the application
	+ Stay overnight within the bounds of the additional property
* The permit holder and others listed on the application agree to abide by the directions set by the Chief Health Officer and have read and understand the accompanying letter from the Chief Health Officer (attached to the permit letter)
* The permit is not transferrable:
	+ 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 letter and relevant identification must carried by the applicant and be produced on request by a Council Officer or Emergency Services Officer (for example SES, CFA, FRV, Victoria Police)
* Permit holders must comply with metropolitan Melbourne COVID-19 Restrictions at all times (<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>)
* The permit may be suspended by a member of Victoria Police or by an authorised Council Officer for any reason at any time.
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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
* 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:* Details supplied by the permit applicant
* The suitability of any supporting documentation for this application
* The applicant’s record in applying for similar permits and adherence to permit conditions
* The applicant is the owner or trustee of the property as detailed on the application form
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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 Laws, Whitehorse City Council, Locked Bag 2, Nunawading Delivery Centre, VIC 3110* In person at one of the Whitehorse City Council Customer Service Centres if they are open
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| **How long before you receive a response?** | * Allow 10 business days

Note: The permit process may be delayed if required documentation is not provided, is out of date or insufficient. |
| **Unsuccessful applications** | * You will be notified in writing
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| **Link to further information** | C:\Users\gast\Downloads\qr-code (31).png<https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>C:\Users\gast\Downloads\qr-code (32).png<https://www.whitehorse.vic.gov.au/about-council/news/coronavirus-covid-19-response>  |