

Local Government Act 1989
Community Local Law 3.5

HOARDING PERMIT APPLICATION FOR OCCUPATION OF A FOOTPATH OR ROAD RESERVE

PROPERTY DETAILS

No	Street/Road	Suburb/Town		
Lot	LP/PS	Vol/Folio	CA/CP	Section

APPLICANT DETAILS (who is undertaking the works)

Company OR Owner Name	Reference
Address	Postcode
Contact Person	Phone
Email	Mobile

WORKS DETAILS

Nature of works
(e.g. placement of hoardings for building works)

Works undertaken between	Commence:	/	/	Complete:	/	/
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Number of days of occupancy required

This application is to be accompanied by:

- ☐ Dimensioned site plan showing alternate pedestrian thoroughfare, any encroachment on to roadway, and location of proposed warning signage.
- ☐ Contractor's current Public Liability Insurance for a minimum value of 10 million dollars.
- ☐ Written consent from owner to act as their agent

I apply for consent to erect, construct, store or otherwise occupy the area indicated on the attached drawings/plans for the purpose of hoarding, storage of building materials, vehicle access or to carry out works at the above property.

Signature of applicant: Date:

Signature of owner/authorised agent: Date:

***Application fees are determined upon application**

Please submit form via email to buildinglodge@bendigo.vic.gov.au

ADVICE SHEET

Where a Relevant Building Surveyor accepts a building permit application for works that require a building permit and which necessitate occupation, or use of land within the council road reserve (other than for excavations therein [see Works Within Road Reserve application], they must assess any proposed measures for the protection of the Public, in accordance with the requirements of Regulation 116, against the following and apply a condition on said permit that requires those undertaking the works to apply for this permit.

CONDITIONS FOR OCCUPATION OF ROAD RESERVE (HOARDINGS) FOR WORKS

1. GENERAL

- 1.1 An Occupation of Footpath or Road Reserve (Hoarding) Permit is required when it is proposed to use any street, footpath, nature strip or designated car park or the like or to erect hoardings or protective barriers in such places to preserve public safety as may be directed by an Authorised Council Officer or the Municipal Building Surveyor.
- 1.2 Construction, repair or demolition of any building or structure adjoining a street, road or public place shall not proceed unless a Building Approval has been issued under the Building Regulations 2018 or at the discretion of the Municipal Building Surveyor.
- 1.3 At least 24 hours' notice, shall be given by the permit holder to the Council of the proposed erection, placement of the hoardings to which this permit relates.
- 1.4 If any of the foregoing conditions are not complied with, this permit may be cancelled by the order of the Municipal Building Surveyor or Authorised/Permit officer, as the case requires.

2. PLACEMENT

- 2.1 A hoarding located on a footpath shall be located so as to provide a minimum clearance of 1.5m between hoarding and any obstruction for the safe passage of pedestrians past the worksite. Where this dimension cannot be achieved due to the scope of the proposed works, a plan of an alternative path of travel must be approved prior to erection of hoardings or commencement of works. Where pedestrian by-pass is proposed onto the road surface, suitable ramps must be provided for use by persons with restricted mobility. A traffic management plan, approved by council's traffic engineer, will be necessary where pedestrian by-pass is within 1.2m of a traffic lane.

2.1.1 Where a safe path of travel for the public cannot be provided or the dimension of 1.2m isn't possible during works, spotter/s may be required, at the discretion of Authorised Officer, to halt works to allow safe passage for public or to allow access for mobility aids (wheel chairs etc.) past site.

3. SIGNS

- 3.1 No sign (other than warning or directional indicators), placard or advertisement shall be placed on or affixed to any hoarding or overhead protective awning without the prior approval of Council's Authorised Officer in consultation with Council's Planning Department.
- 3.2 Every hoarding and overhead protective awning shall be so constructed as to leave all traffic signals and signs in the vicinity clearly visible to motorists and pedestrians at all times

4. STORAGE OF MATERIALS

- 4.1 No building materials (new or used) or equipment should be stored or used from any street, footpath, nature strip or any designated car parking area without prior agreement with the Parking Department for such use and the payment of the applicable fee.
- 4.2 The Municipal Building Surveyor may permit the erection of site offices or staff-amenity sheds on such an overhead protective awning in accordance with the provisions of the Building Regulations 2018, subject to a suitable, certified design from a Registered Engineer.

5. ACCESS TO AND USE OF STREET

- 5.1 Vehicles shall not cross any footpath to gain access to the site of the work or project in relation to which this permit is issued, unless an approved traffic management plan is in place that specifically addresses pedestrian protection during vehicle movements in and out of site.
- 5.2 No hoist, crane or scaffolding shall be erected in or on any street, road or public place without prior approval from the Municipal Building Surveyor or Authorised/Permit Officer as the case may require.
- 5.3 The hoisting of building materials such as heavy structural steel, timber, concrete, concrete blocks, bricks and similar materials that may be hoisted outside a building under construction shall be in accordance with the following: -
 - 5.3.1 The Vehicle carrying the materials shall be drawn up close to the kerb.
 - 5.3.2 All hoisting shall be vertical from the hoisting zone. The materials being hoisted shall not be swung out over the street or road. They shall be raised without delay to the requisite heights and then swung directly onto the building site. At all times while hoisting is in progress, the boom-gates at the end of the hoisting zone shall be at right angles to the kerb.
 - 5.3.3 No hoisting of heavy materials over a footpath shall be carried out while pedestrians are present under any overhead protective awning
 - 5.3.4 Small building materials such as concrete blocks, bricks, sand, screenings, and the like shall be hoisted in containers of sound and strong construction properly suspended, and such containers shall not be filled beyond the level of their sides.
 - 5.3.5 Where there is a lane at the rear or the side of the building under construction, as much as practicable materials shall be hoisted from the lane.

6 RUBBISH

- 6.1 No rubbish or building materials shall be left in or on any street, road or public place unless approved and suitably contained/ protected.
- 6.2 Every stormwater channel adjacent to the space to which this permit relates shall be kept clear of obstruction at all times.
- 6.3 Concrete spilt onto the roadway or the footpath of any street or road shall be removed immediately by the permit holder or the sub-contractor. Equipment used for the transporting or handling concrete shall not be washed in or any street, road, or public place, and concrete shall not be washed into any underground drain.

7. LIGHTING

Where required, a hoarding or overhead protective awning shall have fitted to it such lights as may be necessary for the safety of the public in accordance with an approved plan, and all such lights shall be lit before or at sunset each day and kept alight from sunset to sunrise. If electricity is not available on the site, a temporary supply shall be provided for the lights.

8. ALTERATION TO APPROVAL

If any alteration is required to the amount of the space that the permit holder is by this permit permitted to occupy, or any alteration or addition is required to any item of which particulars are given in or on this permit or any associated document or plan, the permit holder shall submit the permit to the Permit Officer to be appropriately endorsed.

9 NOTICES

The permit holder shall comply promptly with all notices and instructions given by the Municipal Building Surveyor, Authorised Officer or the Permit Officer.

10 TREES

- 10.1 In order to protect Council street trees located within an area of proposed hoarding, the following conditions will apply:
- 10.2 A tree protection zone (TPZ) must be installed around trees for the duration of works. The TPZ must be a minimum 2m from the trunk of the tree, be isolated by temp fencing, and not be used for material/equipment storage.
- 10.3 Care must be taken to ensure no damage is caused to branches, trunks and root systems of any tree within the area of hoarding.
Trees may not be pruned or branches removed, unless authorised by a City of Greater Bendigo Arborist.

For advice regarding street trees, please contact the City of Greater Bendigo on 1300 002 642