



# Temporary vehicle crossing permit

## What you need to do

### Before you start!

The fast and easy way to apply is online via

[portphillip.vic.gov.au/pay-apply-report](https://portphillip.vic.gov.au/pay-apply-report)

Otherwise complete this form and submit via email.



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

Allow a minimum of 15 business days for assessment of your application.



### Receive your invoice

Applicable fees will be invoiced upon receipt of application.

## Read before starting

### Insurance

The Permit holder must maintain a comprehensive public liability insurance policy for a minimum of \$20,000,000, with an insurer approved by the Australian Prudential Regulation Authority which shall remain current for the term of the Permit. The permit holder must also provide a certificate of currency noting Council as an interested party.

### Indemnity

The Permit holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under this Permit and be directly related to the negligent acts, errors or omission of the Permit Holder. The Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

### Site plan/drawing

A detailed site plan/drawing of the site of construction is required, and must show the following:

- All physical constraints (posts, poles, infrastructure, street trees); and
- Dimensions of the frontage of the property including the proposed location of the temporary crossover.

In some circumstances, due to the level differences between the property boundary, kerb invert and road surface, the vehicle crossing as allowed by the standard permit may not be suitable for all vehicle types and scraping may occur. If you think a steep vehicle treatment may be required please contact us.

### How to apply

Submit this form and required supporting documentation:

- ✉ [devpermits@portphillip.vic.gov.au](mailto:devpermits@portphillip.vic.gov.au)
- ✉ City Permits  
City of Port Phillip, Private Bag 3 St Kilda VIC 3182

### Further information

- ☎ 03 9209 6216
- 🌐 [portphillip.vic.gov.au/vehicle-crossing-permit](https://portphillip.vic.gov.au/vehicle-crossing-permit)

## 1 Declaration

I accept that if I the applicant wish to cancel the permit once the invoice for the permit has been issued by Council, then the applicant will be liable to pay the application fee.

I am an authorised person to apply for the Temporary Vehicle Crossing Permit and that all information in this application is true and correct.

I accept and undertake to comply with the conditions specified on the permit and understand and accept that all fees are non-refundable.

## 2 Supporting documentation checklist

### The following is required to be submitted with your application

Site plan/drawing

Copy of current Public Liability Insurance (min \$20m)

Copy of Planning Permit and relevant endorsed plans (if applicable)

## 3 Applicant's details

### Contact name

First name

Last name

Business name (if applicable)

ABN

ACN

### Site address

Unit number

Number

Street name

Suburb / locality

State

Postcode

### Applicant's address

Same as site address

Unit number

Number

Street name

Suburb / locality

State

Postcode

Best phone number to contact you on    Email

#### 4 Vehicle crossover request details

##### Dates required

Date commencing

Date concluding

Note: Time-frame restrictions apply for all temporary crossovers

##### Do any of the following assets require relocation as a result of the proposed crossover?

Pole

Drainage pit

Fire hydrant

Gas

Telstra pit

Street furniture

Tree

Parking Machine

Parking sign

Line marking

Other (please specify)

The applicant is required to obtain approval from the relevant Authority and is responsible for all associated costs as a result of the relocation of any Authority assets to the satisfaction of the Authority.

#### 5 Application requirements

##### Is this application in connection with a planning permit?

No

Yes

If Yes, please include the planning permit number:

#### Privacy policy

The personal information requested on this form is being collected by the council for purposes of assessment in accordance with Community Amenity Local Law 2023, Clause 12. The personal information will be used solely by the Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of considering the application for an Vehicle Crossing Permit and that they may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information and Privacy Officer Governance & Engagement Department, City of Port Phillip.