



Work zone parking installation

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

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

This form and supporting documents must be submitted via email or by mail.



What comes next

Allow a minimum of 10 business days for assessment of your 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.

Application Requirements

Letter of consent from neighbouring property owners: If you require additional bays on either side of the site frontage, a letter of consent from the neighbouring property owners stating that they do not object to the Work Zone in front of their property is required with this application.

Site Plan/Drawing: Site plan/drawing must clearly show the proposed length of the Work Zone (i.e. number of parking bays required) and the location of the Work Zone.

- Work Zone parking restrictions do not come into effect until signage is installed.
- Work Zone parking restrictions are: 7am to 5pm Monday to Friday and 9am to 3pm Saturdays unless otherwise agreed upon by Council.
- Work Zones within an existing metred parking area will attract additional permitting costs.
- All vehicles parked in a Work Zones must display a copy of the permit or may be subject to parking infringements.
- Separate permits are required for any construction related activities, including the placement of bins or other construction equipment on public land.

How to apply

Submit this form and required supporting documentation:

- 📧 devpermits@portphillip.vic.gov.au
- 📧 City Permits
City of Port Phillip
Private Bag 3
St Kilda VIC 3182

Application fee

You will receive an invoice for the application fee once your application is assessed.

Further information

- 📞 03 9209 6216
- 📧 portphillip.vic.gov.au/planning-and-building/get-building-and-construction-permits/construction-permits/work-zone-permit

1 Declaration

I declare that I am an authorised person to apply for the Work Zone Permit and that all information in this application is true and correct

I accept all fees are non refundable.

2 Application checklist

Letter of consent from neighbouring property owners (if applicable)

Site plan/drawing (including dimensions)

3 Applicant details

Site address

First name

Last name

Business name

ABN

ACN

Unit number Number Street name

Suburb / locality

State

Postcode

Best phone number to contact you on Email

4 Application details

Time Period for Work Zone

Starting date

Duration of permit

3 months

6 months

9 months

12 months

What are the current parking arrangements within the proposed area?

Timed paid parking

Unrestricted parking

Angle parking

Time restricted parking

Parallel parking

Other restricted parking (please state):

Do you have an Asset Protection Permit?

No Yes (If yes, what is your permit number?)

Asset Protection Permit

Number of parking bays required

Note: This application allows up to 4 parking bays, or 24 metres, whichever is less.

I would like to apply for additional parking bays, in excess of 4 standard bays

Please indicate number required:

Privacy policy

Privacy Statement: The personal information requested on this form is being collected by the council for purposes of assessment in accordance with assessment for a work zone permit. 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 a Work Zone Permit and that he or she may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information & Privacy Officer Governance & Engagement Department, City of Port Phillip.