

List of Schedules

General Local Law 2018

Version No. 2.7

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Portland Designated Area

All that area of Portland bounded by a line commencing at: North west corner of Derril Road and Madeira Packet Rd at the eastern end of Derril Road and proceeding in a westerly direction along the northern side of Derril Road to the north east corner of Derril Road and Madeira Packet Rd at the western end of Derril Road then in a north westerly direction along the north western side of Madeira Packet Rd to the north east corner of Madeira Packet Road and Edgar Street then in a northerly direction along the eastern side of Madeira Packet Road to the north east corner of Henty Highway and Learmonth Street then in a north north easterly direction on the south east side of Henty Highway for a distance of approximately 200 metres then in a north easterly direction on the south eastern side of Henty Highway for a distance of approximately 730 metres then in a northerly direction on the eastern side of the Henty Highway for a distance of approximately 1300 metres then in a northerly direction along the east side of Henty Highway for a distance of approximately 180 metres to the north west corner of Crown allotment 4 Part Sec 3 Parish of Portland then in a south easterly direction along a direct line extending along the northern property line of Crown allotment 4 Part Sec 3 Parish of Portland to the high water mark then in a generally southerly direction along the high water mark to the north east corner of Lee Breakwater Road then in a southerly direction along the easterly side of Lee Breakwater Road to the north east corner of Lee Breakwater Road and Cliff Street then along the seaward side of Cliff Street to the south east corner of Cliff Street and Madeira Packet Road then in an easterly direction along the north side of Madeira Packet Road for a distance of approximately 430 metres then in a south easterly direction along the south eastern side of Madeira Packet Road to the starting point.

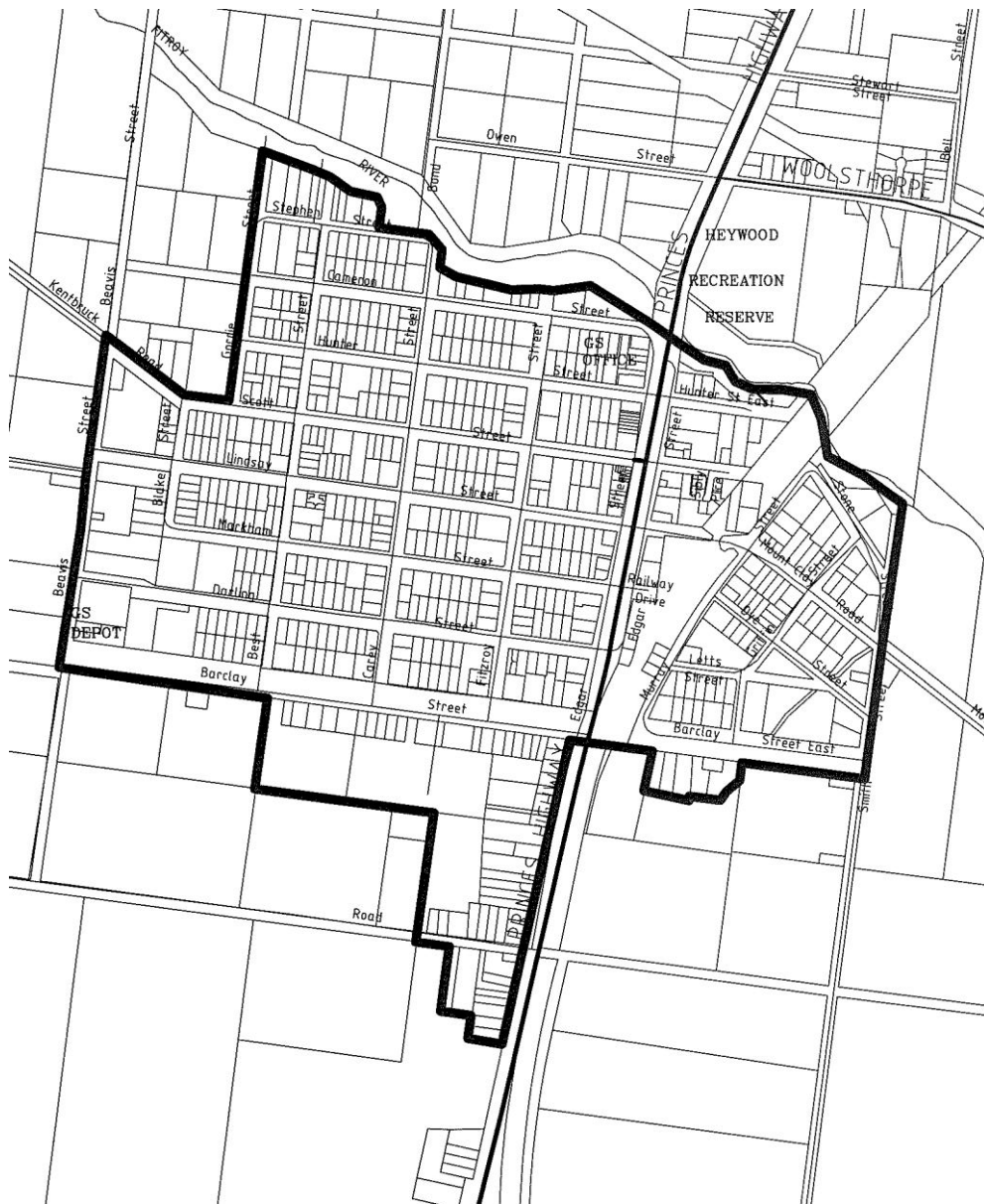


Map - Portland Designated Area

Heywood Designated Area

All that area of Heywood bounded by a line commencing at:

The south west corner of Barclay Street and Beavis Street then in a northerly direction along the west side of Beavis Street to the north east corner of Beavis Street and Kentbruck Road then in a south easterly direction along the North east side of Kentbruck Road for approximately 180 metres to the north east corner of Kentbruck Road, Blake Street and Scott Street then in an easterly direction along the north side of Scott Street to the north east corner of Scott Street and Gorrie Street then in a northerly direction along the east side of Gorrie Street to the south bank of the Fitzroy River then in a south easterly direction along the south bank of the Fitzroy River to the south west abutment of the bridge over the Princes Highway then in a south easterly direction from the south west abutment of the bridge over the Princes Highway along the south bank of the Fitzroy River to the north west corner of Smith Street then in a southerly direction along the west side of Smith Street to the south east corner of Smith Street and Barclay Street East then in a westerly direction along the southern side of Barclay Street East to the north eastern corner of Lot 3 PS328279 Parish of Heywood then in a southerly direction for approximately 300 metres on the eastern boundary of Lot 3 PS328279 Parish of Heywood then in a south westerly direction for approximately 500 metres on the south western boundary of Lot 3 PS328279 Parish of Heywood then in a westerly direction along the southern boundary of Lot 3 PS328279 Parish of Heywood and along the southern boundary of Lot 2 PS328278 Parish of Heywood to the south west corner of Lot 2 PS328279 Parish of Heywood then in a southerly direction for approximately 80 metres on the eastern boundary of Lot 1 TP816830 Parish of Heywood to the south eastern boundary of Lot 1 TP816830 Parish of Heywood then in a westerly direction on the southern boundary of Lot 1 TP816830 Parish of Heywood for approximately 900 metres to the south western corner of Crown Allotment 10 Pt Section 3 Parish of Heywood then in a northerly direction along the western boundary of Crown Allotment 10 Pt Section 3 Parish of Heywood to the north western corner of Crown Allotment 10 Pt Section 3 Parish of Heywood and Barclay Street East then in a westerly direction on the south side of Barclay Street East to the south west corner of Barclay Street East and Edgar Street then in a southerly direction along the west side of Edgar Street to the south east corner of Lot 1 LP204964 Parish of Heywood then in a westerly direction along the southern side of Lot 1 LP204964 Parish of Heywood to the south west corner of Lot 1 LP204964 Parish of Heywood then in a northerly direction along the west sides of Lot 1 LP204964 Parish of Heywood and Crown Allotment 1 Pt Section A Parish of Heywood to the south west corner of Lot 2 PS343646 Parish of Heywood then in a westerly direction along the southern boundaries of Lot 2 PS343646 Parish of Heywood and of Lot 1 PS343646 Parish of Heywood to the south west corner of Lot 1 PS343646 Parish of Heywood then in a northerly direction along the west boundary of Lot 1 PS343646 Parish of Heywood to the north west corner of Lot 1 PS343646 Parish of Heywood and Catons Flat Road then in a westerly direction on the south side of Catons Flat Road to the north east corner of Lot 1 LP110939 Parish of Heywood then in a northerly direction along the west boundary of Lot 1 TP856907 Parish of Heywood to the north west corner of Lot 1 TP856907 Parish of Heywood then in a westerly direction along the southern boundaries of Lot 1 TP10368 Parish of Heywood and Crown Allotment 5 Sec 3 Parish of Heywood to the south west corner of Crown Allotment 5 Sec 3 Parish of Heywood then in a northerly direction along the western boundary of Crown Allotment 5 Sec 3 Parish of Heywood to the north west corner of Crown Allotment 5 Sec 3 Parish of Heywood then in a westerly direction along the south side of Barclay Street to the starting point.



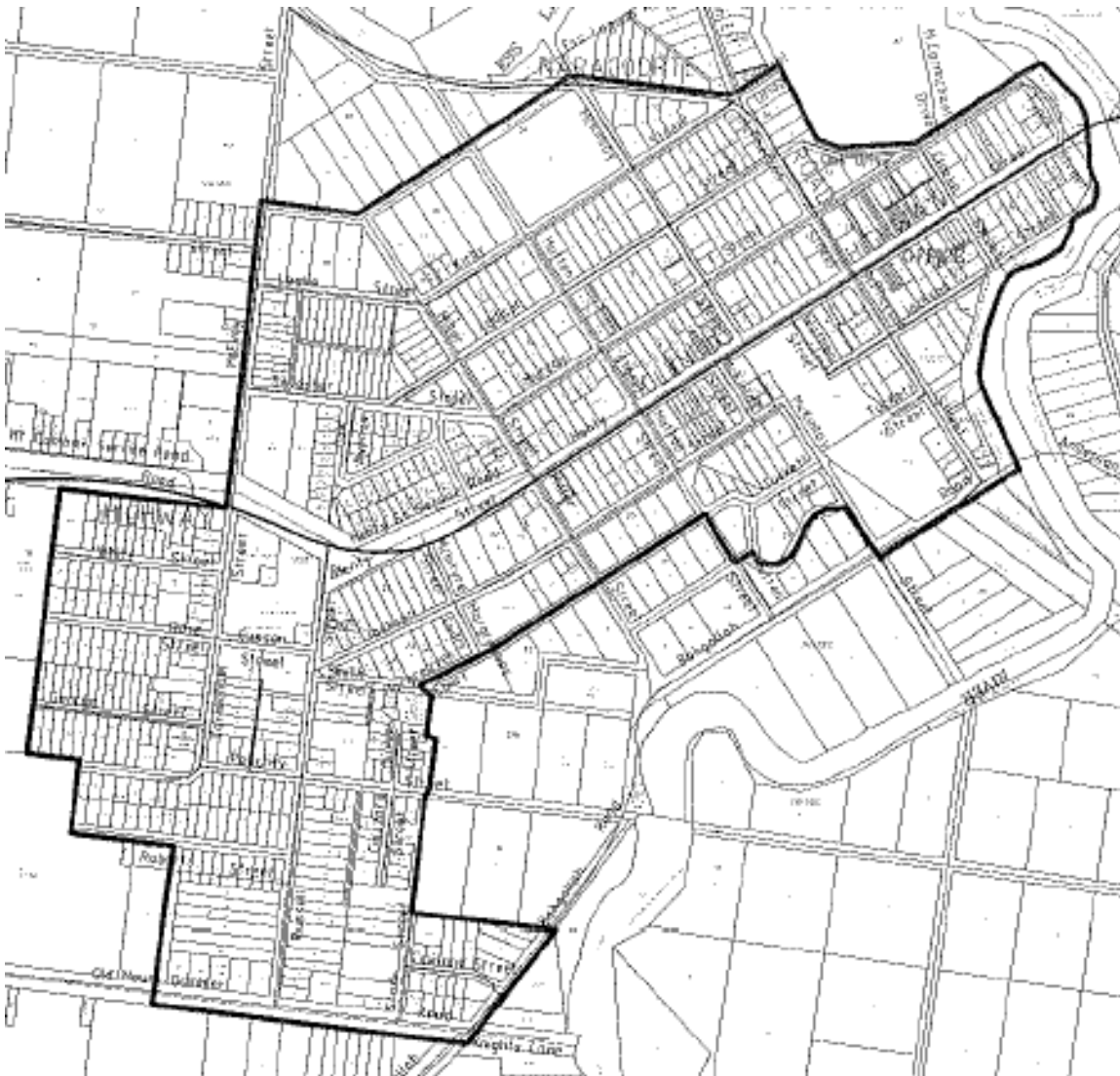
Map – Heywood Designated Area

Casterton Designated Areas

Area One

All that area of Casterton bounded by a line commencing at:

The north west corner of Bahgallah Road and Old Mount Gambier Road then in a westerly direction along the northern side of Old Mount Gambier Road to the south west corner of Lot 46 LP4453 Parish of Casterton then in a northerly direction along the western boundary of Lot 46 LP4453 Parish of Casterton to the south west corner of Lot 24 LP4453 Parish of Casterton then in a westerly direction along the north side of Roberts Street to the south west corner of Lot 1 TP189665 Parish of Casterton then in a northerly direction along the western boundary of Lot 1 TP189665 Parish of Casterton to the south west corner of Lot 24 LP4844 Parish of Casterton then in a westerly direction to the south west corner of Lot 19 LP4844 Parish of Casterton and then by a direct line running in a northerly direction from the south west corner of Lot 19 LP4844 Parish of Casterton to the north west corner of Crown Allotment 6A Pt Sec18 Parish of Casterton then in an easterly direction on the south side of Mt Gambier Road to the south east corner of Mt Gambier Road and Carmichael Street then in a northerly direction along the east side of McEvoy Street to the north west corner of Crown allotment 5 Sec 37 Parish of Casterton then in an easterly direction along the northern boundaries of Crown Allotment 5 Sec 37 Parish of Casterton, Allotment 4 Sec 37 Parish of Casterton, Allotment 3 Sec 37 Parish of Casterton, Allotment 2 Sec 37 Parish of Casterton and Allotment 1 Sec 37 Parish of Casterton then in a north easterly direction along the north east boundaries of Lot 2 TP365417 Parish of Casterton, Lot 1 TP365417 Parish of Casterton, Crown Allotment 3 Sec 36 Parish of Casterton, Crown Allotment 2 Sec 36 Parish of Casterton, Crown Allotment 1 Sec 36 Parish of Casterton and Crown Allotment 4 Sec 34 Parish of Casterton to the north east corner of Crown Allotment 4 Sec 34 Parish of Casterton then in an easterly direction on the southern side of Casterton-Naracoorte Road to the south east corner of Casterton-Naracoorte Road and Spurrel Drive then in a north easterly direction along the eastern side of Spurrel Drive to the north west corner of Crown Allotment 1 Sec7A Parish of Casterton and Spurrel Drive then in a straight line in a south south easterly direction along the south east side of Crown Allotment 1 Sec7A Parish of Casterton for a distance of approximately 110 metres to an intersection of such line with Oak Drive then in a north easterly direction along the south side of Oak Drive to the south west corner of Oak Drive, Murray Street and Clarke Street then in a north easterly direction along the south east side of Murray Street to the south west bank of the Glenelg River then in a generally south and south westerly direction along the south and south westerly bank of the Glenelg River to the western abutment of the bridge over the Glenelg River at Anderson Street and Bahgallah Road then in a south westerly direction along the northerly side of Bahgallah Road to the south west corner of CA 12 Sec 29 Parish of Casterton being at the intersection of Bahgallah Road and Mckinlay Street then in a north westerly direction along the north east boundary of CA 12 Sec 29 Parish of Casterton to the north east corner of CA 12 Sec 29 Parish of Casterton then along the north west boundaries of CA 12 Sec 29 Parish of Casterton, CA 11 Sec 29 Parish of Casterton, CA 10 Sec 29 Parish of Casterton, CA 9 Sec 29 Parish of Casterton and CA 8 Sec 29 Parish of Casterton to the north west corner of CA 8 Sec 29 Parish of Casterton then north west on the north west side of Hutton Street to the north west intersection of Hutton Street and Tuckett Street then in a south west direction on the south west side of Tuckett Street to the south west corner of Lot 1 TP 389684 Parish of Casterton then south to the north west corner of Lot 2 PS 313879 Parish of Casterton then south on the west boundary of Lot 2 PS 313879 Parish of Casterton to the south west corner of Lot 2 PS 313879 Parish of Casterton then in a direct line running in a southerly direction along the western boundary of Lot 3 TP681002 Parish of Casterton to the south west corner of Lot 3 TP681002 Parish of Casterton then in an easterly direction along the southern boundaries of Lot 3 TP681002 Parish of Casterton, Lot 2 TP681002 Parish of Casterton and Lot 1 TP681002 Parish of Casterton to the north east corner of Lot 1 TP681002 Parish of Casterton then in a south westerly direction along the west side of Bahgallah Rd to the starting point.



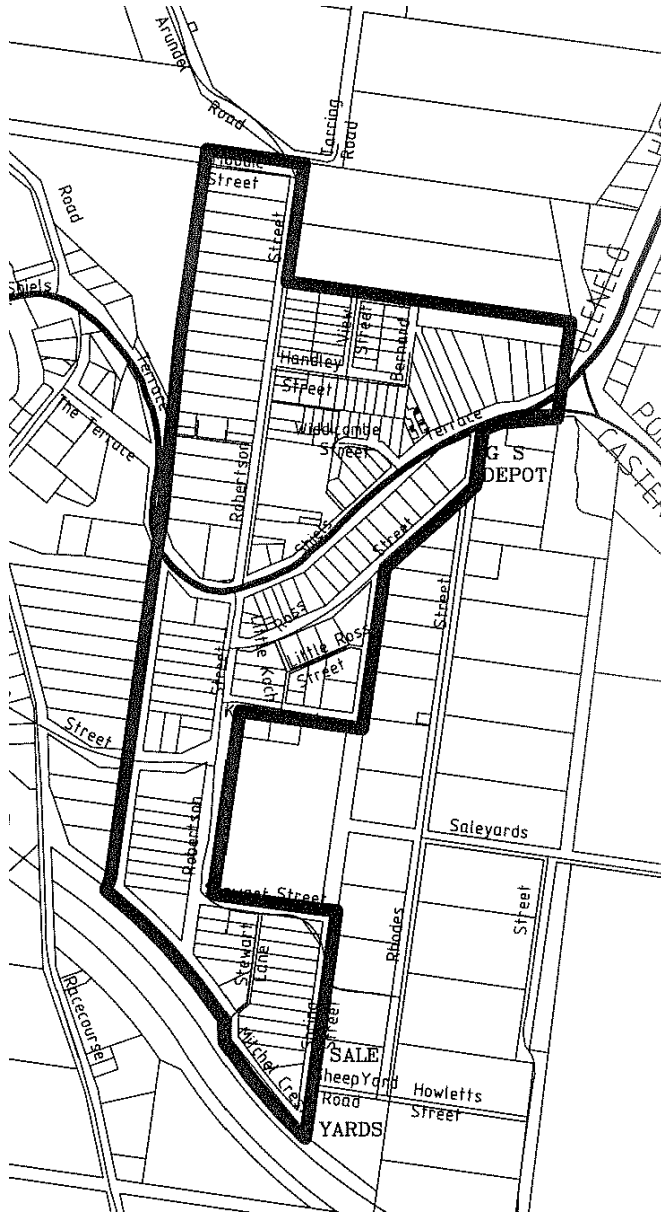
Map – Casterton Designated Area 1

Casterton Designated Areas

Area Two

All that area of Casterton bounded by a line commencing at:

The southern most corner of Crown Allotment 18 Section 31 Parish Casterton at the corner of Spring Street and Mitchell Crescent and proceeding in a north westerly direction for a distance of approximately 150 metres along the north east side of Mitchell Crescent then for a distance of approximately 40 metres in a northerly direction along the east side of Mitchell Crescent then in a north westerly direction along the north east side of Mitchell Crescent to the south east corner of Mitchell Crescent and Crown Allotment 14 Sec 27 Parish of Casterton then in a direct line north from the south east corner of Mitchell Crescent and Crown Allotment 14 Sec 27 Parish of Casterton to the northern side of Moodie Street then in a direct line in an easterly direction from the intersection of the line with the northern side of Moodie Street to the north western corner of Crown Allotment 32 Parish of Casterton then in a southerly direction along the east side of Robertson Street to the north west corner of Lot 1 LP10391 Parish of Casterton then in an easterly direction along the south boundary of Crown Allotment 31 Parish of Casterton to the north east corner of Lot 11 LP 1528 Parish of Casterton then in a southerly direction along the eastern boundaries of Lot 11 LP 1528 Parish of Casterton and Lot 1 TP256858 Parish of Casterton to the south east corner of Lot 1 TP256858 Parish of Casterton and Shiels Terrace then in a south westerly direction along the south west side of Shiels Terrace to the north west corner of Shiels Terrace and Rhodes Street then in a southerly direction along the west side of Rhodes Street to the south west corner of Rhodes Street and Ross Street then in a south westerly direction along the south west side of Ross Street to the south west corner of Ross Street and Spring Street then south along the west side of Spring Street to the north west corner of Koch Street then west along the north side of Koch Street to the south east corner of Koch Street and Robertson Street then south along the east side of Robertson Street to the south east corner of Robertson Street and Stewart Street then east along the north side of Stewart Street to the south east corner of Stewart Street and Spring Street then south along the west side of Spring Street to the starting point.



Map - Casterton Designated Area 2

Portland Designated Area

All that area of Portland bounded by a line commencing at:

North west corner of Derril Road and Madeira Packet Rd at the eastern end of Derril Road and proceeding in a westerly direction along the northern side of Derril Road to the north east corner of Derril Road and Madeira Packet Rd at the western end of Derril Road then in a north westerly direction along the north western side of Madeira Packet Rd to the north east corner of Madeira Packet Road and Edgar Street then in a northerly direction along the eastern side of Madeira Packet Road to the north western corner of Trangmar Street then a westerly direction along the northern side of Trangmar Street to north eastern corner of Oakpark Road then northerly direction along eastern side of Oakpark Road to northern side of Wattle Hill creek then along northern side of Wattle Hill creek to north eastern corner of Wattle Hill Road then in a northerly direction along eastern side of Wattle Hill Road to south eastern corner of Bridgewater Road then across Bridgewater Road to north eastern corner of Murphys Road then in a northerly direction along eastern side of Murphys Road to south eastern corner of Wilsons Road then in an easterly direction along the southern side of Wilsons Road to the south eastern corner of Henty Highway then in a northerly direction along the south side of Henty Highway to north east corner of Henty Highway and Learmonth Street then in a north north easterly direction on the south east side of Henty Highway for a distance of approximately 200 metres then in a north easterly direction on the south eastern side of Henty Highway for a distance of approximately 730 metres then in a northerly direction on the eastern side of the Henty Highway for a distance of approximately 1300 metres then in a northerly direction along the east side of Henty Highway for a distance of approximately 730 metres to the north eastern corner of 764 Henty Highway Lot 2 PS 312054 Parish of Portland then in an easterly direction along a direct line extending along the northern property line of 764 Henty Highway Lot 2 PS 312054 Parish of Portland to the high water mark then in a generally southerly direction along the high water mark to the north east corner of Lee Breakwater Road then in a southerly direction along the easterly side of Lee Breakwater Road to the north east corner of Lee Breakwater Road and Cliff Street then along the seaward side of Cliff Street to the south east corner of Cliff Street and Madeira Packet Road then in an easterly direction along the north side of Madeira Packet Road for a distance of approximately 430 metres then in a south easterly direction along the south eastern side of Madeira Packet Road to the starting point.

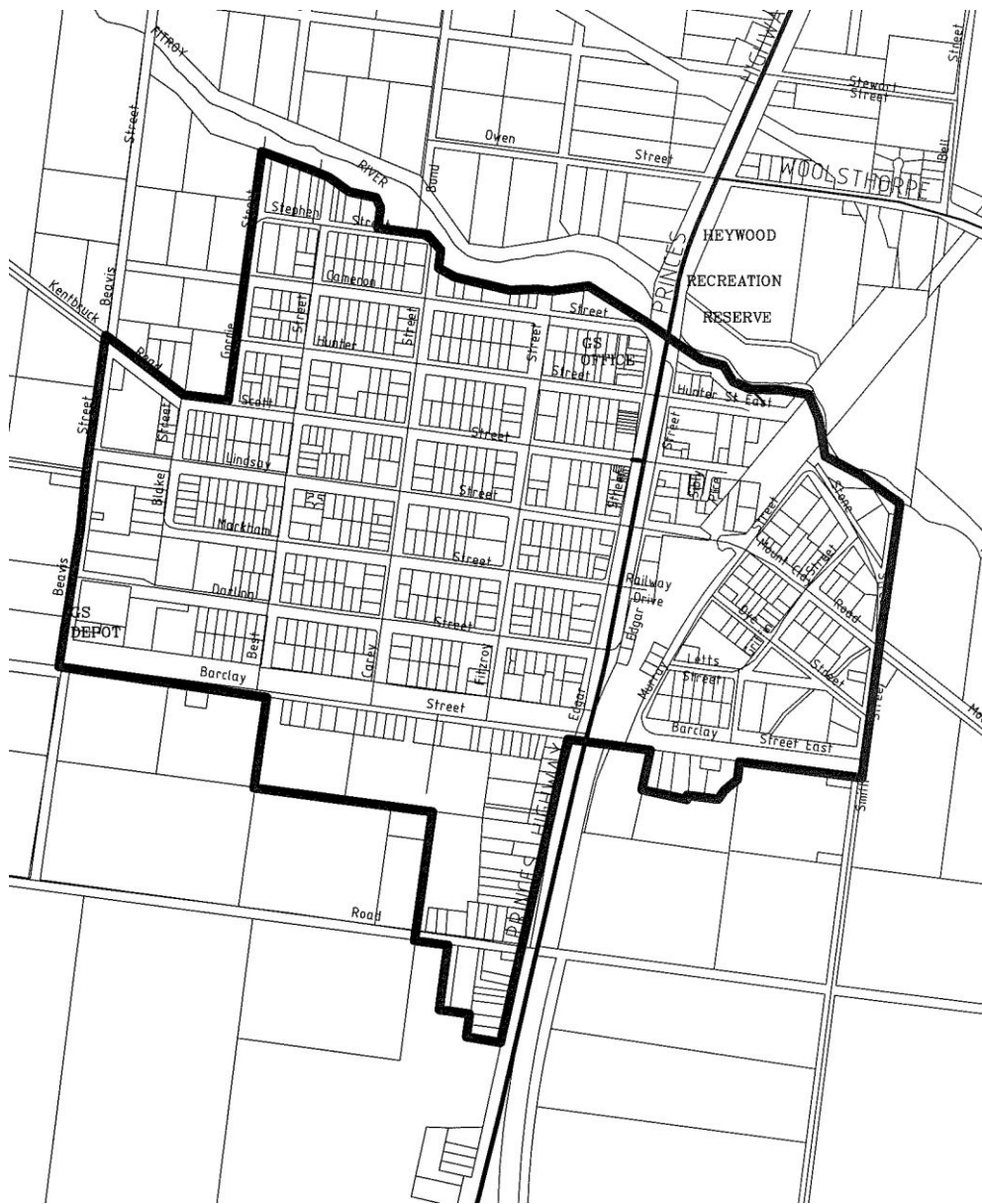


Map - Portland Designated Area

Heywood Designated Area

All that area of Heywood bounded by a line commencing at:

The south west corner of Barclay Street and Beavis Street then in a northerly direction along the west side of Beavis Street to the north east corner of Beavis Street and Kentbruck Road then in a south easterly direction along the north east side of Kentbruck Road to north west side of for approximately 180 metres to the north east corner of Kentbruck Road, Blake Street and Scott Street then in an easterly direction along the north side of Scott Street to the north east corner of Scott Street and Gorrie Street then in a northerly direction along the east side of Gorrie Street to the south bank of the Fitzroy River then in a south easterly direction along the south bank of the Fitzroy River to the south west abutment of the bridge over the Princes Highway then in a south easterly direction from the south west abutment of the bridge over the Princes Highway along the south bank of the Fitzroy River to the north west corner of Smith Street then in a southerly direction along the west side of Smith Street to the south east corner of Smith Street and Barclay Street East then in a westerly direction along the southern side of Barclay Street East to the north eastern corner of Lot 3 PS328279 Parish of Heywood then in a southerly direction for approximately 300 metres on the eastern boundary of Lot 3 PS328279 Parish of Heywood then in a south westerly direction for approximately 500 metres on the south western boundary of Lot 3 PS328279 Parish of Heywood then in a westerly direction along the southern boundary of Lot 3 PS328279 Parish of Heywood and along the southern boundary of Lot 2 PS328278 Parish of Heywood to the south west corner of Lot 2 PS328279 Parish of Heywood then in a southerly direction for approximately 80 metres on the eastern boundary of Lot 1 TP816830 Parish of Heywood to the south eastern boundary of Lot 1 TP816830 Parish of Heywood then in a westerly direction on the southern boundary of Lot 1 TP816830 Parish of Heywood for approximately 900 metres to the south western corner of Crown Allotment 10 Pt Section 3 Parish of Heywood then in a northerly direction along the western boundary of Crown Allotment 10 Pt Section 3 Parish of Heywood to the north western corner of Crown Allotment 10 Pt Section 3 Parish of Heywood and Barclay Street East then in a westerly direction on the south side of Barclay Street East to the south west corner of Barclay Street East and Edgar Street then in a southerly direction along the west side of Edgar Street to the south east corner of Lot 1 LP204964 Parish of Heywood then in a westerly direction along the southern side of Lot 1 LP204964 Parish of Heywood to the south west corner of Lot 1 LP204964 Parish of Heywood then in a northerly direction along the west sides of Lot 1 LP204964 Parish of Heywood and Crown Allotment 1 Pt Section A Parish of Heywood to the south west corner of Lot 2 PS343646 Parish of Heywood then in a westerly direction along the southern boundaries of Lot 2 PS343646 Parish of Heywood and of Lot 1 PS343646 Parish of Heywood to the south west corner of Lot 1 PS343646 Parish of Heywood then in a northerly direction along the west boundary of Lot 1 PS343646 Parish of Heywood to the north west corner of Lot 1 PS343646 Parish of Heywood and Catons Flat Road then in a westerly direction on the south side of Catons Flat Road to the north east corner of Lot 1 110939 Parish of Heywood then in a northerly direction along the west boundary of Lot 1 TP856907 Parish of Heywood to the north west corner of Lot 1 TP856907 Parish of Heywood then in a westerly direction along the southern boundaries of Lot 1 TP10368 Parish of Heywood and Crown Allotment 5 Sec 3 Parish of Heywood then in a northerly direction along the western boundary of Crown Allotment 5 Sec 3 Parish of Heywood to the north west corner of Crown Allotment 5 Sec 3 Parish of Heywood then in a westerly direction along the south side of Barclay Street to the starting point.



Map – Heywood Designated Area

Casterton Designated Areas

Area One

All that area of Casterton bounded by a line commencing at:

The north west corner of Bahgallah Road and Old Mount Gambier Road then in a westerly direction along the northern side of Old Mount Gambier Road to the south west corner of Lot 46 LP4453 Parish of Casterton then in a northerly direction along the western boundary of Lot 46 LP4453 Parish of Casterton to the south west corner of Lot 24 LP4453 Parish of Casterton then in a westerly direction along the north side of Roberts Street to the south west corner of Lot 1 TP189665 Parish of Casterton then in a northerly direction along the western boundary of Lot 1 TP189665 Parish of Casterton to the south west corner of Lot 24 LP4844 Parish of Casterton then in a westerly direction to the south west corner of Lot 19 LP4844 Parish of Casterton and then by a direct line running in a northerly direction from the south west corner of Lot 19 LP4844 Parish of Casterton to the north west corner of Crown Allotment 6A Pt Sec18 Parish of Casterton then in an easterly direction on the south side of Mt Gambier Road to the south east corner of Mt Gambier Road and Carmichael Street then in a northerly direction along the east side of McEvoy Street to the north west corner of Crown allotment 5 Sec 37 Parish of Casterton then in an easterly direction along the northern boundaries of Crown Allotment 5 Sec 37 Parish of Casterton, Allotment 4 Sec 37 Parish of Casterton, Allotment 3 Sec 37 Parish of Casterton, Allotment 2 Sec 37 Parish of Casterton and Allotment 1 Sec 37 Parish of Casterton then in a north easterly direction along the north east boundaries of Lot 2 TP365417 Parish of Casterton, Lot 1 TP365417 Parish of Casterton, Crown Allotment 3 Sec 36 Parish of Casterton, Crown Allotment 2 Sec 36 Parish of Casterton, Crown Allotment 1 Sec 36 Parish of Casterton and Crown Allotment 4 Sec 34 Parish of Casterton to the north east corner of Crown Allotment 4 Sec 34 Parish of Casterton then in an easterly direction on the southern side of Casterton-Naracoorte Road to the south east corner of Casterton-Naracoorte Road and Spurrel Drive then in a north easterly direction along the eastern side of Spurrel Drive to the north west corner of Crown Allotment 1 Sec7A Parish of Casterton and Spurrel Drive then in a straight line in a south south easterly direction along the south east side of Crown Allotment 1 Sec7A Parish of Casterton for a distance of approximately 110 metres to an intersection of such line with Oak Drive then in a north easterly direction along the south side of Oak Drive to the south west corner of Oak Drive, Murray Street and Clarke Street then in a north easterly direction along the south east side of Murray Street to the south west bank of the Glenelg River then in a generally south and south westerly direction along the south and south westerly bank of the Glenelg River to the western abutment of the bridge over the Glenelg River at Anderson Street and Bahgallah Road then in a south westerly direction along the northerly side of Bahgallah Road to the south west corner of CA 12 Sec 29 Parish of Casterton being at the intersection of Bahgallah Road and Mckinlay Street then in a north westerly direction along the north east boundary of CA 12 Sec 29 Parish of Casterton to the north east corner of CA 12 Sec 29 Parish of Casterton then along the north west boundaries of CA 12 Sec 29 Parish of Casterton, CA 11 Sec 29 Parish of Casterton, CA 10 Sec 29 Parish of Casterton, CA 9 Sec 29 Parish of Casterton and CA 8 Sec 29 Parish of Casterton to the north west corner of CA 8 Sec 29 Parish of Casterton then north west on the north west side of Hutton Street to the north west intersection of Hutton Street and Tuckett Street then in a south west direction on the south west side of Tuckett Street to the south west corner of Lot 1 TP 389684 Parish of Casterton then south to the north west corner of Lot 2 PS 313879 Parish of Casterton then south on the west boundary of Lot 2 PS 313879 Parish of Casterton to the south west corner of Lot 2 PS 313879 Parish of Casterton then in a direct line running in a southerly direction along the western boundary of Lot 3 TP681002 Parish of Casterton to the south west corner of Lot 3 TP681002 Parish of Casterton then in an easterly direction along the southern boundaries of Lot 3 TP681002 Parish of Casterton, Lot 2 TP681002 Parish of Casterton and Lot 1 TP681002 Parish of Casterton to the north east corner of Lot 1 TP681002 Parish of Casterton then in a south westerly direction along the west side of Bahgallah Rd to the starting point.



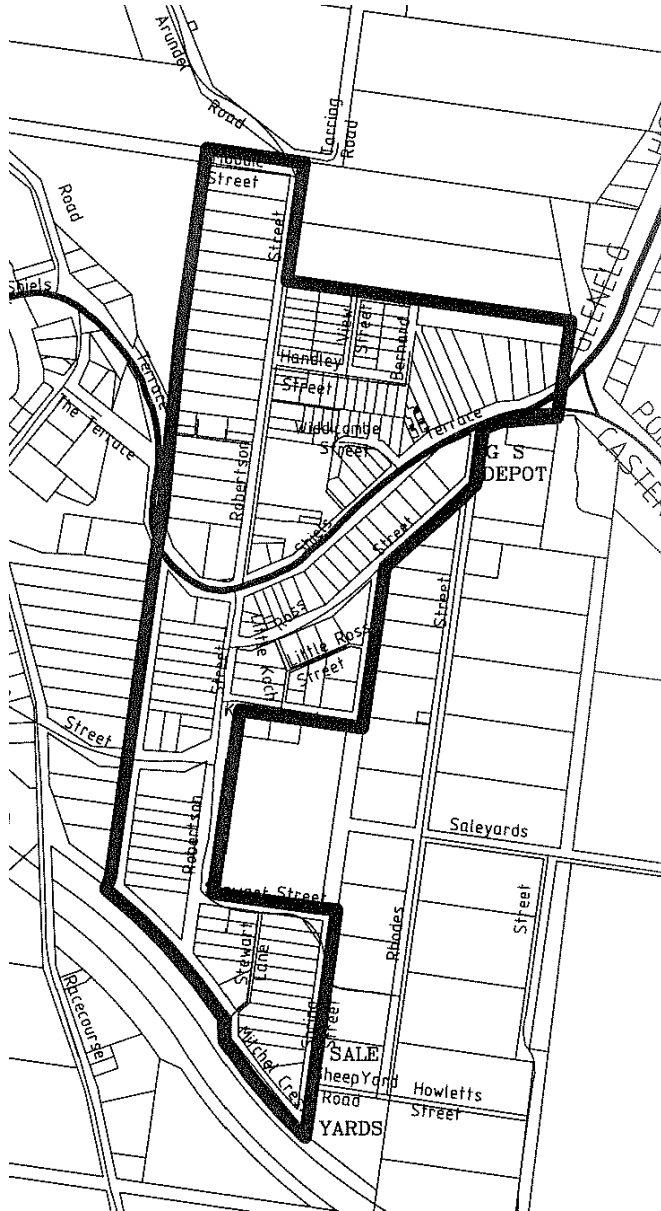
Map - Casterton Designated Area 1

Casterton Designated Areas

Area Two

All that area of Casterton bounded by a line commencing at:

The southern most corner of Crown Allotment 18 Section 31 Parish Casterton at the corner of Spring Street and Mitchell Crescent and proceeding in a north westerly direction for a distance of approximately 150 metres along the north east side of Mitchell Crescent then for a distance of approximately 40 metres in a northerly direction along the east side of Mitchell Crescent then in a north westerly direction along the north east side of Mitchell Crescent to the south east corner of Mitchell Crescent and Crown Allotment 14 Sec 27 Parish of Casterton then in a direct line north from the south east corner of Mitchell Crescent and Crown Allotment 14 Sec 27 Parish of Casterton to the northern side of Moodie Street then in a direct line in an easterly direction from the intersection of the line with the northern side of Moodie Street to the north western corner of Crown Allotment 32 Parish of Casterton then in a southerly direction along the east side of Robertson Street to the north west corner of Lot 1 LP10391 Parish of Casterton then in an easterly direction along the south boundary of Crown Allotment 31 Parish of Casterton to the north east corner of Lot 11 LP 1528 Parish of Casterton then in a southerly direction along the eastern boundaries of Lot 11 LP 1528 Parish of Casterton and Lot 1 TP256858 Parish of Casterton to the south east corner of Lot 1 TP256858 Parish of Casterton and Shiels Terrace then in a south westerly direction along the south west side of Shiels Terrace to the north west corner of Shiels Terrace and Rhodes Street then in a southerly direction along the west side of Rhodes Street to the south west corner of Rhodes Street and Ross Street then in a south westerly direction along the south west side of Ross Street to the south west corner of Ross Street and Spring Street then south along the west side of Spring Street to the north west corner of Koch Street then west along the north side of Koch Street to the south east corner of Koch Street and Robertson Street then south along the east side of Robertson Street to the south east corner of Robertson Street and Stewart Street then east along the north side of Stewart Street to the south east corner of Stewart Street and Spring Street then south along the west side of Spring Street to the starting point.



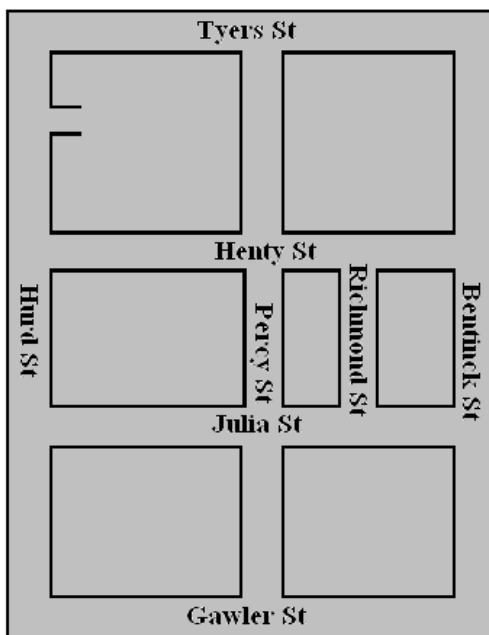
Map - Casterton Designated Area 2

Section 1

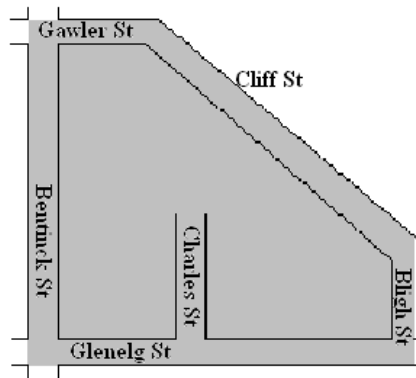
All Municipal Places within the area bounded by a line commencing at the south west corner of the intersection of Gawler Street with Hurd Street and then extending in a northerly direction along the western side of Hurd Street to the northwest corner of the intersection of Tyres Street with Hurd Street and then extending in an easterly direction along the northern side of Tyres Street to the north east corner of the intersection of Tyres Street with Bentinck Street and then extending in a southerly direction along the eastern side of Bentinck Street to the south east corner of the intersection of Gawler Street with Bentinck Street and then extending in a westerly direction along the southern side of Gawler Street to the commencement point at the southwest corner of the intersection of Gawler Street with Hurd Street.

Section 2

All Municipal Places within the area bounded by a line commencing at the north west corner of the intersection of Gawler Street with Bentinck Street and then extending in an easterly and south easterly direction along the northern and north eastern side of Cliff Street to the north east corner of the intersection of Bligh Street with Cliff Street and then extending in a southerly direction along the east side of Bligh Street to the south east corner of the intersection at Glenelg Street and Bligh Street and then extending in a westerly direction along the south side of Glenelg Street to the southwest corner of the intersection of Glenelg Street with Bentinck Street then in a northerly direction along the west side of Bentinck Street to the commencement point at the north west corner of the intersection of Gawler Street with Bentinck Street.



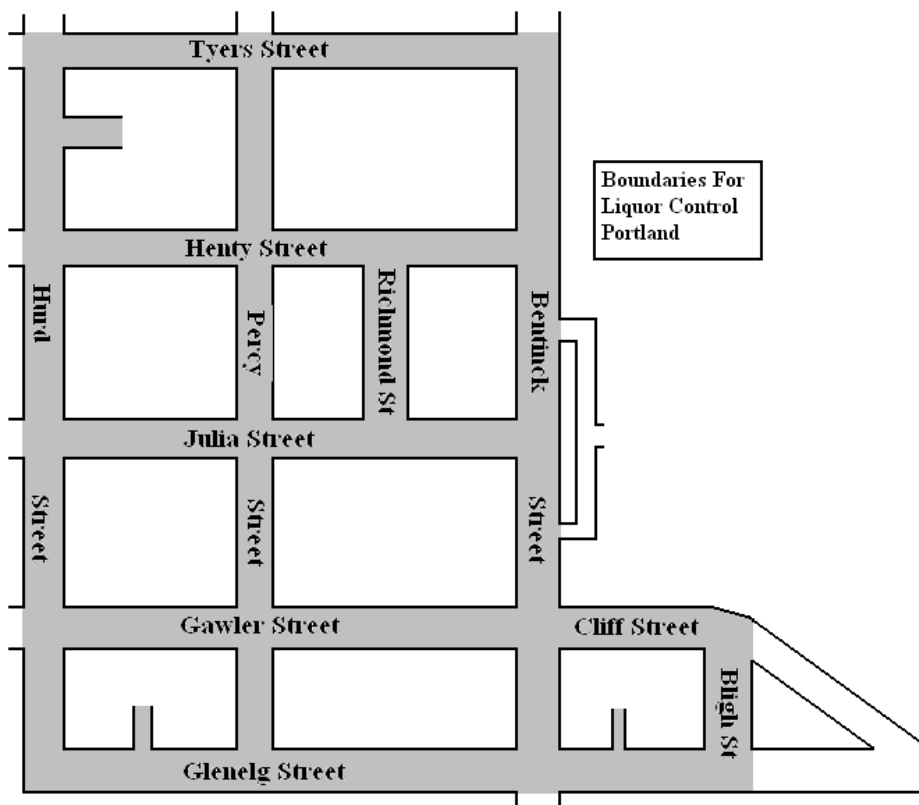
Section 1



Section 2

Portland Central Business District

All Municipal Places within the area bounded by a line commencing at the south west corner of the intersection of Glenelg Street with Hurd Street and then extending in a northerly direction along the western side of Hurd Street to the northwest corner of the intersection of Tyres Street with Hurd Street and then extending in an easterly direction along the northern side of Tyres Street to the north east corner of the intersection of Tyres Street with Bentinck Street and then extending in a southerly direction along the eastern side of Bentinck Street to the north east corner of the intersection of Gawler Street with Bentinck Street and then extending in an easterly and south easterly direction along the northern and north eastern side of Cliff Street to the north east corner of the intersection of Bligh Street with Cliff Street and then extending in a southerly direction along the east side of Bligh Street to the south east corner of the intersection at Glenelg Street and Bligh Street and then extending in a westerly direction along the south side of Glenelg Street to the commencement point at the southwest corner of the intersection of Glenelg Street with Hurd Street.



Portland Foreshore

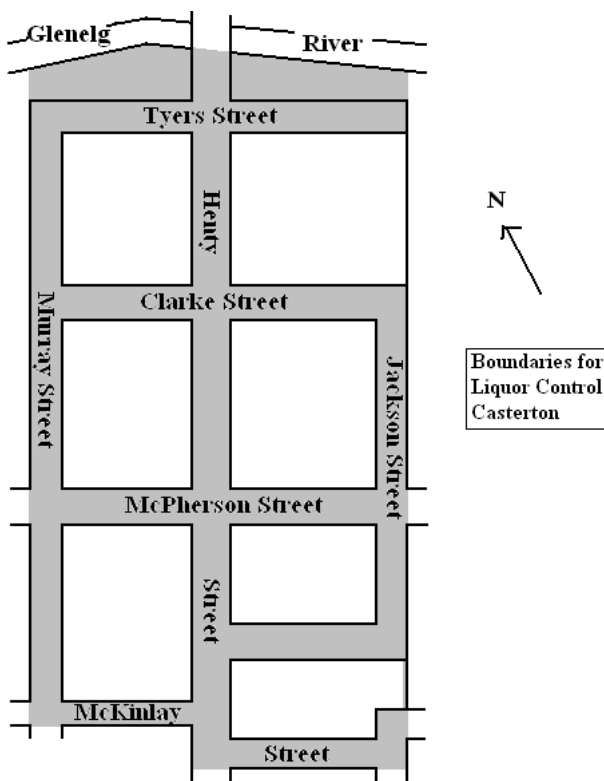
10pm to 10am and 2pm to 5pm

All Municipal Places within the area bounded by a line commencing at the south west corner of Lee Breakwater Road and then extending in a northerly direction along the western side of Lee Breakwater Road to the southern side of the Portland Yacht Club and then extending in an easterly direction to the water edge, and then extending back in a southerly direction to Trawler Wharf Road, and then in a westerly direction to Lee Breakwater Road.



Casterton

All Municipal Places within the area bounded by a line commencing at the south south west corner of McKinlay Street and Murray Street and proceeding in a north westerly direction along the north west side of Murray Street to the north west corner of the intersection of Murray Street and Tyers Street then in a straight line in a north west direction on the same alignment as the north west side of Murray street to the southern bank of the Glenelg River then in an easterly and south easterly direction on the southern bank of the Glenelg River to a point on the river bank directly in alignment with the north east side of Jackson Street then in a straight line in a south westerly direction to the north eastern corner of the intersection of Tyers Street and a point on a straight line from the north eastern corner of Tyers Street to the north eastern corner of the intersection of Jackson Street and Clarke Street then in a south westerly direction from the north eastern corner of the intersection of Jackson Street and Clarke Street to the south eastern corner of the intersection of Jackson Street and McKinlay Street then in a north westerly direction along the south western side of McKinlay Street to the south western corner of the intersection of Henty Street and McKinlay Street then in a north easterly direction along the south western side of Henty Street to the corner of the south western corner of Henty Street and McKinlay Street then in a north easterly direction along the south west side of McKinlay Street to the commencement point.



Nelson

Between the 1 December and the 30 April each year, from 10pm to 10am the consumption of alcohol is prohibited in the following locations in Nelson.

All Municipal Places and the Crown land reserves including as the river foreshore and boat ramp area and the Annie Kerr Reserve, within the area bounded by the Portland Nelson Road commencing from the eastern edge of Glenelg River Bridge up to and including the intersection between the Portland Nelson Road and Kellett Street, through to and including the Glenelg River foreshore and boat ramp to the west and to the Glenelg river edge to the south, and up to and including the unmade road between the boat ramp and Beach Road to the south, and the Section of Beach Road from the unmade road up to Kellett Street and including Kellett street back to the Portland Nelson Road.



**GLENELG SHIRE
COUNCIL
LAW ENFORCEMENT AGENCY**

Date of Issue	Number

NOTICE TO COMPLY

NAME OF PERSON OR INCORPORATED BODY TO WHOM THIS NOTICE APPLIES		DATE OF BIRTH
		/ /
ADDRESS	POST CODE	PHONE NO.
		MOBILE NO

Please take note that you have been detected for an alleged breach of

.....
.....

*Insert relevant law

To rectify the breach you are required to carry out the following works or remedial action by the SPECIFIED DATE. (See below)

WORKS OR REMEDIAL ACTION TO BE CARRIED OUT

.....
.....
.....

If you fail to carry out such works or remedial action as the case requires, you will be in breach of the relevant law and penalties, including the matter being referred to open court can apply.

WHO CAN I CONTACT FOR INFORMATION REGARDING THIS NOTICE?

Please Contact Contact No.
(Name of Authorised Officer)

Time available for contact

Signed
(Authorised Officer)

Print Name

Specified Date For Completion of Works/Remedial Action:
/ /

NOTICE OF IMPOUNDING

TO: _____

(Name)

(Address)

The following item(s) has/have been impounded in accordance with Clause _____ of Council's General Local Law 2018

Describe items impounded		

You may collect the items by attending at the Portland/Heywood/Casterton Office between the hours of 9:00 am and 4:00 pm to see _____ (contact officer) and by paying the following:

Details of Fees and Charges		\$
		\$
		\$
		\$
	TOTAL	\$

If you fail to collect the item(s) and pay the required fees and charges by ___/___/___ (date), the authorised officer will proceed to dispose of the items(s) in accordance with General Local Law 2018.

Date: ___/___/___
(Insert Date)

(Name of Authorised Officer)

Telephone: _____

(Signature of Authorised Officer)

**GLENELG SHIRE
COUNCIL**
LAW
ENFORCEMENT
AGENCY

STATE OF VICTORIA
In accordance with the provisions of:
Road Safety Act 1986
Domestic Animals Act 1994
Environment Protection Act 1970
Prevention of Cruelty to Animals Act 1986
Local Government Act 1989
Country Fire Authority Act 1958

PARKING

LOCAL LAW

ENVIRONMENT
PROTECTION

DOMESTIC
ANIMALS ACT

OTHER

INFRINGEMENT NOTICE

NUMBER

DATE OF ISSUE

DUE DATE

FAMILY NAME

GIVEN NAMES

RESIDENTIAL ADDRESS

<input type="text"/>		
<input type="text"/>	STATE	POST CODE

POSTAL ADDRESS

<input type="text"/>	STATE	POST CODE
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DATE OF BIRTH	LICENCE NUMBER	EXPIRY DATE	TYPE	STATE
___/___/___	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

MALE	FEMALE	VEHICLE TYPE MAKE	REGISTRATION NO	EXPIRY DATE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PLACE OF ALLEGED OFFENCE

STREET

PLACE

TIME FROMAM/PM DATE ___/___/___

TIME TOAM/PM DAY

DESCRIPTION OF ALLEGED OFFENCE

Relevant Law	Code	Penalty
<input type="text"/>	<input type="text"/>	<input type="text"/>

SIGNATURE OF ISSUING OFFICER _____

PRINT NAME & TITLE: _____

OFFICE ADDRESS: GLENELG SHIRE COUNCIL, 71 CLIFF STREET, PORTLAND, VIC 3305

**GLENELG SHIRE COUNCIL
IMPORTANT INFORMATION – PLEASE READ CAREFULLY**

WHERE CAN I PAY THE FINE?

Payment may be made at Council Customer Service Centres located in 71 Cliff Street Portland, 67 Henty Street Casterton or 77 Edgar Street Heywood Mon-Fri 9am-5pm. Payment can be made by Cash, Money Order or Not Negotiable Cheque made payable to The Glenelg Shire Council. Credit Card payments can be made by telephone during business hours at Portland Tel. (03) 5522 2200, Casterton Tel. (03) 5554 2444 or Heywood Tel. (03) 5527 0666. Payment by post should be sent to Glenelg Shire Council, P.O. Box 152, Portland 3305. If payment is made by cheque, payment shall be deemed not to be made until the cheque is honoured upon presentation. Upon payment of the prescribed penalty within the period prescribed –

The infringement will be deemed to have been paid
No further legal proceedings will be taken in respect to the infringement and
No conviction for the infringement will be regarded as having been recorded.

If this notice is addressed to “The Owner” it shall be deemed to be addressed to the registered owner of the vehicle referred to in the notice. If you are returning this notice by post please insert your full name and address in block letter here

FULL NAME	ADDRESS	POST CODE
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CAN I HAVE THIS NOTICE REVIEWED?

If you wish to have this notice reviewed internally by the Enforcement Agency, before the notice has been referred to court, you may detail your reasons for seeking a review by writing to Local Laws Administration, Glenelg Shire Council, PO. Box 152, Portland Vic 3305. You will be notified in writing with regard to the findings of the Internal Review Panel.

CAN I APPLY FOR TIME TO PAY THE PENALTY?

You may be entitled to a Payment Plan. This entitlement is subject to certain conditions. For details regarding entering into a Payment Plan, please contact the Local Law Administration Tel. 5522 2208. If you are entitled to a Payment Plan, you must make the first payment within the time required under the plan.

HOW LONG DO I HAVE TO PAY?

If you have not requested an internal review and you are not eligible to enter into a payment plan, you have 28 days from the date of issue of this notice (see top right hand side of notice).

WHAT WILL OCCUR IF I DO NOT PAY THE PENALTY?

If you do not pay the penalty within 28 days or not in accordance with any applicable payment plan, further enforcement action will be taken which will incur further costs. If you pay the infringement penalty before the due date the matter will not be brought before the court, unless the notice is withdrawn before the due date (within 28 days after the date on which it was issued).

CAN I ELECT TO HAVE THE INFRINGEMENT REFERRED TO OPEN COURT?

Yes. Please complete the box and return the notice to the Glenelg Shire Council, P.O. Box 152, Portland within 28 days of the date of issue of this notice. A summons will be issued and, if a conviction is recorded, council will seek a court order for legal costs associated with the prosecution. Costs are awarded at the discretion of the court.

I wish to have the infringement referred to open court.		
Full name and date of birth (Please Print)		
My address for service of summons is	Signed	Date

WHO CAN I CONTACT FOR FURTHER INFORMATION?

For further information or inquiries, please contact the Local Laws Administration Tel. 5522 2208

PENALTIES FIXED FOR INFRINGEMENT NOTICE PURPOSES

CLAUSE	OFFENCE	PENALTY UNIT
2.01(1)(a)	Keep Dangerous material or substance on land	2
2.01(1)(b)	Unsightly & Hazardous Land	2
2.01(1)(c)	Fire hazard due to vegetation	2
2.01(1)(d)	Existence of Noxious weeds or pest animals	2
2.01(3)	Fail to slash or mow grass on Urban Land	2
2.02	Fail to take steps to prevent Fire Hazard	3
2.03	Chimneys dangerous to health or safety	2
2.04	Burning of Offensive Material	3
2.05	Lighting of Incinerators in Scheduled area	2
2.06	Light, maintain or use fire in Open Air in Scheduled area	4
2.07	Burn, maintain or allow windrows to be burnt after 30 September	4
2.08	Failure to Extinguish Fires on direction	2
2.09(1)	Use Motorised Recreation Vehicles on Council Land	2
2.09(2)	Use Motorised Recreation Vehicles creating Nuisance	3
2.10	Excavating works without a permit	3
2.11	Camping on Council Land/Public Place	2.5
2.12	Camping on Privately Owned Land without permit	2.5
2.13	Conduct Circus, Carnival and Festivals without permit	5
2.14	Failure to comply with provisions of Recycling and Waste Collection	2
2.15	Use Scare Guns & Noise Emitting Devices outside provisions	3
3.01	Keeping of Nuisance/Pest Animals	3
3.02(1)	Failure to Comply with Council Domestic Animal Plan	2
3.02(2)	Failure to remove dog excrement	2
3.02(3)	Failure to have in possession a bag to collect dog excrement	2
3.03(1) & (2)	Numbers of Animals in a Scheduled area without a permit	2
3.03(3)	Numbers of Animals not within a Scheduled area without a permit	2

PENALTIES FIXED FOR INFRINGEMENT NOTICE PURPOSES (continued)

3.05	Failure to provide animal shelter for dog/cat	3
3.06	Nuisance Noise from animals after complaint	2.5
3.07	Fail to remove European Wasps	2
3.08	Control of Dogs and Cats in Certain Areas	2
4.01	Interference with Water Course	2
4.02(1)	Without a permit Destroy, Damage, or Interfere with Council's trees or plants	2
4.02(2)	Without a permit plant, propagate or establish trees, plants or vegetation on Council Land	2
4.03(a)	Without a permit Cultivates Council Land	2
4.03(b)	Without a permit Defaces Council Land	2
4.03(c)	Without a permit Drive or ride any vehicle on Council Land other than on a formed road or track	2
4.03(d)	Without a permit places or installs any structure on Council Land	2
4.04	Allows discharge of mud, sludge or other material from private land onto road, public place or adjacent private land	3
4.05(1)	Without a permit uses Council Land for storage	2
4.05(2)	Without a permit offers goods for sale on Council Land	2
4.06(1)	Without a permit Leaving Vehicles or boats on Roads and Public Places for the Purpose of Sale	2
4.07(1)	Fail to pay fee at Waste Management Facility	2.5
4.07(3)	Fail to comply with direction of Council staff or Contractor at Waste Management Facility	2.5
4.07(4)	Disposing of waste at a Waste Management Facility in an area not designated for that purpose	2.5
4.07(5)	At Waste Management Facility disposing of paint, asbestos, oil, acid, thinners, caustic substances, poison, cooking oil or fats in general waste	2.5
4.07(6)	Without a permit removes and material, substance, or thing from a Waste Management Facility	2.5
4.08(1)	Permit vegetation from land to block view of driver or pedestrian	2
4.08(2)	Permit vegetation from land to overhang roadway by less than 2.5 metres	2
4.08(3)	Trees or Plants from land to Interfere or Obstruct the passage of vehicles or pedestrians	2
4.09	Without a permit Lights, use or maintain any fire on a road, Council Land or a public place	3
4.10	Placing of Signs, Posts and Mail Boxes so as to obstruct or interfere with passage of vehicles or pedestrians	2
4.11	Failure to display Property Numbers	2
4.12	Failure to construct Permanent Vehicle Crossing	4

PENALTIES FIXED FOR INFRINGEMENT NOTICE PURPOSES (continued)

4.13(1)	Deposit Shopping Trolley in Public Place/Vacant Land	2
4.13(2)	Failure by Owner to Collect Shopping Trolley	2
4.14(2)	Use Wheeled Recreation Device against sign	0.5
4.15	Without a permit Rides/Leads Horse on Footpath, Nature Strips or Reservation	1
4.16	Notice to Provide Effective Fencing for Livestock	4
4.17	Without a Permit Drove Livestock on any road or public place	4
4.18	Grazing of Livestock on Roads or Public Places	4
4.19	Movement of Livestock contrary to provisions of Schedule 14	4
4.20	Livestock found at large	4
4.21(1)	Operate or permit the operation of flashing lights from Commercial, Industrial or Business Premises	2
4.21(2)	Without a permit owner of Commercial, Industrial or Business Premises fixes or attaches banner to Council owned or controlled property	2
4.21(3)	Advertising Sign Placed/Attached to Vehicle	2
4.22(2)	Footpath/Itinerate Trading without permit	3
4.22(3)	Failure to comply with Footpath Trading Policy or Itinerate Trading Policy	3
4.22(5)	Failure to comply with conditions of Footpath/Itinerate Trading Permit	3
4.23	Without a permit places Bulk Rubbish Containers/Clothing Containers on Roads/Public Place	2
4.24(a)	Without a permit occupy or fence any part of a Road or Council controlled land	2
4.24(b)	Without a permit erect a hoarding or overhead protective awning on a road or Council controlled land	2
4.24(c)	Without a permit use a mobile crane or travel tower for any building work on a road or Council controlled land	2
4.24(d)	Without a permit make a hole or excavation on a road or Council controlled land	2
4.24(e)	Without a permit reinstate a hole or excavation on a road or Council controlled land	2
4.24(f)	Without a permit erect scaffolding or store building material on a road or Council controlled land	2
4.24(g)	Without a permit carries out any works on a road or Council controlled land	2
4.24(h)	Without a permit drives any vehicle except on a road or track formed and maintained by Council for that purpose	2
4.24(i)	Without a permit leave any vehicle boat or machinery on Council land or a road	2
4.25	Fail to comply with conditions of permit for reinstatement of damage to road or Council controlled land affected by works of a type listed in 4.24	5

PENALTIES FIXED FOR INFRINGEMENT NOTICE PURPOSES (continued)

4.26	Carry out Repairs to Vehicle on road	2
4.27	Removal of Substances deposited from a Vehicle	3
4.28(1)	Without a permit hold a Street Festival, Street Party, Exhibition, Display, Stall, Procession or Barbeque on a road/footpath	2
4.28(2)	Without a permit hold a Wedding, Market, Display, Athletic Event or Other Public Event on a Road, Footpath, Council Managed Land or Public Place	2
4.29(1)	Without a permit Solicits or Collects Gifts, Money or Subscriptions from Footpath, Road or Road Related Area	2.5
4.29(2)	Without a permit Busk on any road or Council Land	2.5
4.29(3)(h)	Fail to comply with conditions of Busking permit	2.5
4.30	Without a permit close or obstruct any road or public place	2
4.31(1)	Without a permit erect an Electric Fence on Council controlled road reserve or public place	2
4.31(2)	Erect an Electric Fence on private land in Built up Area	2
4.31(3)	Fail to adequately sign an Electric Fence	2
4.32	Without a permit erect any Fences or Gate on Council Land, Road or Road Reserve	2
4.33	Unregistered and Abandoned Vehicles and Boats on road or public place	3
4.34	Without a permit have unsealed Alcohol in Scheduled area	2
4.35(3)	Smoking in or on any Municipal Place declared a smoke free area	1
4.36(1)	Dive or jump off any jetty, marina into the water at Portland Marina	1
4.36(2)	Swim within 20 metres of any vessel moored at Portland Marina	1
4.36(3)	Throw fish waste into the water	2
4.37	Operate Remote Controlled Aircraft, Boats and Cars to the injury or discomfort of others	3
4.38(1)	Place commercial waste in Public Waste Bins	2
4.38(2)	Instruct another to place commercial waste in Public Waste Bin	2
4.38(3)	Place general waste in bin designated for Fish Waste	2
4.38(4)	Place Domestic waste in Public Waste Bins	2
5.01(1)	Fail to Obtain Asset Protection Permit	5
5.01(3)(d)	Fail to pay any security bond	5
5.01(6)	Fail to comply with conditions of Asset Protection Permit	5
5.03(5)	Fail to rectify damage to Council Assets	5
5.04(3)	Fail to remedy any breach of Notice to Comply	5
5.04(4)	Fail to comply with direction/instructions of Authorised Officer	5

PENALTIES FIXED FOR INFRINGEMENT NOTICE PURPOSES (continued)

5.06(1)	Fail to minimise pollution from building site	5
5.06(2)	Fail to provide or empty builders refuse bin	5
5.06(4)	Fail to provide toilet onsite	5
7.01(3)	Fail to obtain necessary permit	3
7.01(4)	Fail to comply with conditions of a permit	3
7.03(2)	Fail to comply with the Notice to Comply or time specified	3

Applicant Details			
Contact name:			
Postal Address:			
	Town:		Postcode:
Phone:		Mobile:	
Email:			
Date/s			
Details:	<p>Type of Permit Application: (Tick those applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use Motorised Recreation Vehicle in Public Place. Clause 2.09 <input type="checkbox"/> Excavating on Council Land or Public Place. Clause 2.10 <input type="checkbox"/> Use of Scare Gun or Noise Emitting Device. Clause 2.15 <input type="checkbox"/> Interference with water course. Clause 4.01 <input type="checkbox"/> Interfere or Cut any trees, plants or vegetation on Council Land or Public Place. Clause 4.02(1) <input type="checkbox"/> Plant trees, plants or vegetation on Council Land or Public Place. Clause 4.02(2) <input type="checkbox"/> Plough or Cultivate and Council Land or Public Place. Clause 4.03(1)(a) <input type="checkbox"/> Remove, paint or write on anything on Council Land or Public Place. Clause 4.03(1)(b) <input type="checkbox"/> Drive or ride and vehicle on Council Land or Public Place. Clause 4.03(1)(c) <input type="checkbox"/> Place or install any object or structure on Road, Council Land or Public Place. Clause 4.03(1)(d) <input type="checkbox"/> Use of Council Land for storage of any Goods. Clause 4.05(1) <input type="checkbox"/> Leave any goods on Road, Council Land or Public Place for sale. Clause 4.05(2) <input type="checkbox"/> Leave vehicle or boat for sale on Road, Council Land or Public Place for sale Clause 4.06(1) <input type="checkbox"/> Remove material substance or thing from Waste Management Facility Clause 4.07(6)(a) <input type="checkbox"/> Scavenge, interfere or dig in or upon Waste Management Facility. Clause 4.07(6)(b) <input type="checkbox"/> Break open any container, box or bag at Waste Management Facility. Clause 4.07(6)(c) <input type="checkbox"/> Ride or lead horse upon footpath, nature strip or reservation. Clause 4.15 <input type="checkbox"/> Bulk rubbish containers / clothing containers on roads or public places. Clause 4.23. <input type="checkbox"/> Occupy or fence any part of a road. Clause 4.24(a) <input type="checkbox"/> Erect a hoarding or overhead protective awning Clause 4.24(b) 		

	<input type="checkbox"/> Use a mobile crane or travel tower for any building work. Clause 4.24(c) <input type="checkbox"/> Make a hole or excavation. Clause 4.24(d) <input type="checkbox"/> Reinstate a hole or excavation. Clause 4.24(e) <input type="checkbox"/> Erect scaffolding or store building materials. Clause 4.24(f) <input type="checkbox"/> Carry out any works. Clause 4.24(g) <input type="checkbox"/> Drive any vehicle except on a road or track formed and maintained by the Council for the purpose of driving or riding of vehicles. Clause 4.24(h) <input type="checkbox"/> Leave any vehicle, boat or machinery on any Council Land. Clause 4.24(i) <input type="checkbox"/> Erect an electric fence. Clause 4.31 <input type="checkbox"/> Erect any fence or gate on any Council land, road or road reserve. Clause 4.32 <input type="checkbox"/> Consume or Have Possession of Liquor in Unsealed Containers In a Municipal Place. Clause 4.34
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Location Details			
Property Address:			
Town/Locality:		Postcode:	

Please provide sufficient details to allow for the assessment of the application

Indemnity			
<p>In granting the permit, the permit holder agrees to indemnify the Council against all claims of any kind arising from any negligent act by either the applicant or the applicant’s agents and users.</p> <p>The applicant 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 applicant’s use of the footpath and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant.</p> <p>The applicant’s liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, contributed to the loss of the liability.</p>			
Applicant Signature:		Date:	

Insurance

The permit holder must hold a certificate of currency for a public liability insurance policy of at least \$10,000,000 for the duration of the event.

Conditions

- A non-refundable Application fee of (as set by Council) applies to this permit.
- The permit holder must hold a certificate of currency for a public liability insurance policy of at least \$10,000,000 for the duration of the event.
- The permit holder agree to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.
- A Risk Management Plan must be provided to satisfy Council's insurance purposes for all events held on Council owned or controlled property.
- The applicant agrees to reinstate the area to near original condition and leave the area in a clean and tidy condition.
- All lawful instructions of Council Local Laws Team Leader or deputy must be complied with.

Special conditions relating to the use of Scare Gun or Noise Emitting Device. Clause 2.15

- The use of a scare gun or noise emitting device will not be used earlier than 4.00am or later than two hours after sunset.
- Residents within 300 metres will be advised by letter drop 24 hours before use.

Applicant Declaration

I have fully completed the checklist provided below. I agree to comply with all of Council's requirements and conditions as specified on the permit and verify that the above information is true and correct.

- Completed Applicant details and Location details (page 1)
- Current Public Liability Certificate of Currency
 - for a minimum of at least \$10 million dollars
 - noting Glenelg Shire Council as principal for its rights and interests.
- Signed and dated Application Declaration (see below)

Return form to Local Laws Admin via email: locallaws@glenelg.vic.gov.au or via postal details below.

Printed name of Applicant:		
Applicant Signature on behalf of Organisation:	Date:	

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Glenelg Shire Council
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305
email: locallaws@glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)
website: www.glenelg.vic.gov.au

Permit Number: «Permit_Number»

Type of Permit: *Real Estate Auction/Open Day Viewing Signs*

Date of Issue: «Permit_DateRecorded»

Date Effective From: «Permit_DateEffectiveFrom»

Expiry Date: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home	Business	Mobile
«Contact_HomePhone»	«Contact_WorkPhone»	«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018 (Insert relevant Clause Number/s)

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name _____
<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS (Remove or add where applicable)

- The permit holder must hold a Certificate of Currency, with an indemnity limit of not less than \$10 million dollars, which provides coverage for the closure/events being undertaken.
- The permit holder agrees to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.
- Any lawful directions of members of the Victoria Police, VicRoads and authorised Glenelg Shire Council Officers must be complied with at all times.
- No damage is to be caused to any Council or other authority's asset. The applicant shall be responsible for reinstating any Council assets that may be removed, modified or damaged to the satisfaction of, and at no cost to Glenelg Shire Council.
- All lawful instructions of Council's Local Laws Team Leader or deputy must be complied with.

SPECIAL CONDITIONS:

<<add relevant conditions>>

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

- A non-refundable Application fee of (as set by Council) applies to this permit.
- The lodging of this application is not to be construed as permission for the activity noted in this application to be undertaken. Lodgement of an application does not automatically entitle a permit to be issued.
- Applicants must allow a minimum of 21 working days for processing of this application.
- An Authorised Officer of Council will inspect the camp site before the granting of a permit.
- Council will advise you in writing of its decision to grant or not grant a permit.
- Permits are valid for the period stated within the permit and are subject to compliance with the permit conditions.

If your application does not contain all of the information required, it will be returned to you for the provision of the relevant information

Applicant Details

Name:			
Job/Role title (if company/organisation)			
Address:	Street:		
	Town:	Postcode:	
Phone:		Mobile:	
Email:			
Postal Address: (if different from above)	Street:		
	Town:	Postcode:	
If granted how would you like to receive your permit?			
By email <input type="checkbox"/> By post <input type="checkbox"/> Collect from Customer Service Centre <input type="checkbox"/>			

Details of Camping Property/Location:

Address where you propose camp:	Street:		
If different from address provided in previous section.	Town:	Postcode:	

Are you the owner of the land/property for which you are seeking the permit?	
Yes <input type="checkbox"/> Please complete the section below – “Camp Details”	
No <input type="checkbox"/> You must supply written approval from the land owner. Please complete the Owner details section below.	
Property Owner Details	
Name of land owner:	
Address:	Street: Town: Postcode:
Phone (mobile):	
Email:	
Postal Address: <i>(if different from above)</i>	Street: Town: Postcode:

Camp Details	
What are you proposing to camp in eg. tent, caravan, trailer, temporary shelter:	
When are you proposing to camp? (period or dates)	Start Date: _____ End Date: _____
For the purpose of: (eg. temporary residence, shelter, building, duration of stay if longer than 30 days in a 6 month period, etc.)	

Glenelg Shire Council National Relay Service: 13 36 77	PO Box 152, PORTLAND VIC 3305 email: locallaws@glenelg.vic.gov.au	Phone: 1300 GLENELG (453 635) website: www.glenelg.vic.gov.au
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Things you should know before applying

- According to the General Local Law 2018, a person must not camp in a sleeping bag, temporary shelter, caravan, trailer or vehicle on a road, or in a public place.
- Keep or occupy any caravan, recreational vehicle or moveable dwelling on private land for more than 30 consecutive days within a 6 month period other than for storage purposes.
- Written permission must be provided by the Owner of the land giving the applicant permission to camp on the land for a continuous period of 30 days or less in a 6 month period in the case of vacant private land.
- Occupant will have to comply with the General Local Law 2018 (Part 3) Animals

Are you eligible for a Permit to Camp?

- Applicant will need a clear unobstructed access from camp to a habitable dwelling with a toilet at all times
- Sufficient lighting needs to be provided for access to habitable dwelling after dark
- Toilet access (clean) within 15m from habitable dwelling
- Powerlines to be securely erected overhead, to prevent power failure, trip hazard, etc.
- Comply with General Local Law 2018 provisions in relation to General Amenity of Land
- Sullage/grey water to be drained to a properly constructed drainage outlet

Application Checklist

To be eligible for a permit, you must provide certain information as specified. Not providing the information will result in a delay or non-approval of your permit application.

- Site Plan:** You must provide a site plan on the template provided (page 5).
- Public Liability Insurance:** Please provide a copy of the property owner's current Public Liability Insurance (Certificate of Currency) showing a minimum of \$10 million.
- Photographs:**
Please submit photos of the camp setup for the camping period to support your application.
- Land owner approval:** If you are not the owner of the land/property, you must provide written approval from the land owner and provide their name and contact number.
- Toilet/Lighting Facilities:**
Please explain in the space provided, what Toilet Access and Lighting will be used:

How to lodge your application

You can lodge your application:

By email: locallaws@glenelg.vic.gov.au

By Post: PO Box 152 Portland Vic 3305

In person: Glenelg Shire Council Customer Service Centre
71 Cliff Street, Portland, Victoria 3305
Office Hours: 8.30am – 5.00pm Monday – Friday
Telephone: 1300 GLENELG

Site Plan (all applicants must complete this section)

You must provide a site plan using the template below:

Using the symbols below, show the location of:

- all houses/dwellings, sheds, garages and water sources (taps, tanks, dams etc.) on your property; and
- the proposed camp location.

If the space provided is insufficient, attach a separate diagram using the same template and symbols.

Symbols:

House/Dwelling



Garage/Shed



Water Source



Proposed camp location



Site Plan:

Applicant Declaration:

By lodging this application you declare that:

- You are the applicant or are authorised by the applicant to lodge this application.
- The information provided in this application form and any attachments are true and correct. You understand it is an offence to provide false information and penalties apply.
- If you are not the land owner of the property to which this application applies, you have provided written approval from the land owner to camp on the land in this application.
- If required, you have obtained or will obtain all necessary planning and other permits under legislation.
- If the permit is granted, you will comply with all permit conditions and the Glenelg Shire Council Local Law 2018.

Applicant Signature (or authorised on behalf of the permit holder):		Date:	
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The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the Local Government Act 1989. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officers – telephone 03 5522 2305.

What happens next?

- Council will consider your application. You may be required to provide further information.
- A Council Officer will contact you to arrange a visit to the property to determine whether to grant a permit.
- If approved, your permit will be provided to you. If your permit is not approved, Council will contact you.
- All other relevant/applicable permits, including planning permits must be obtained prior to camping.

Permit Number: «Permit_Number»

Type of Permit: *Permit to Camp on Private Land/Council Managed Land*

Date of Issue: «Permit_DateRecorded»

Date Effective from: «Permit_DateEffectiveFrom»

Date Effective to: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home

«Contact_HomePhone»

Business

«Contact_WorkPhone»

Mobile

«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018 (Insert relevant Clause Number/s)

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name

<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- The permit holder agree to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.
- This permit is not transferable to another business or person.
- Sullage/grey water to be drained to a properly constructed drainage outlet
- Complies with the General Local Law 2018 provision in relation to General Amenity of Land.
- Any breach of conditions could result in immediate withdrawal of this permit.
- All lawful instructions of Council Local Laws Team Leader or deputy must be complied with.

SPECIAL CONDITIONS:

CAMPING ON PRIVATE LAND

- The permit holder must provide a copy of the property owner's certificate of currency for a public liability insurance policy of at least \$10,000,000
- Written approval must be provided by the Owner of the land giving the applicant permission to camp on the land for a continuous period of 30 days or less in a 6 month period in the case of vacant private land.
- The permit holder must have a clear unobstructed access from camp to a habitable dwelling with a toilet at all times. Please ensure the toilet access is within 15m from a habitable dwelling
- The permit holder must have sufficient lighting to access a habitable dwelling after dark.
- The powerlines are securely erected overhead to prevent power failure, trip hazards, etc.

CAMPING ON COUNCIL OWNED OR MANAGED LAND

- The permit holder agrees that at the conclusion of the period, all rubbish will be removed and the area left in a clean and tidy condition.
- The permit holder must have a clear unobstructed access from camp to a habitable dwelling with a toilet at all times. Please ensure the toilet access is within 15m from Public toilets or black water secretion.

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

- A non-refundable Application fee of (as set by Council) applies to this permit.
- The lodging of this application is not to be construed as permission for the activity noted in this application to be undertaken. Lodgement of an application does not automatically entitle a permit to be issued.
- Applicants must allow a minimum of 21 working days for processing of this application.
- An Authorised Officer of Council will inspect the burn site before the granting of a permit.
- Council will advise you in writing of its decision to grant or not grant a permit.
- Permits are valid for the period stated within the permit and are subject to compliance with the permit conditions.

If your application does not contain all of the information required, it will be returned to you for the provision of the relevant information

Applicant Details

Are you an Individual or Company/Organisation?

Individual Please complete authorised representative details.

Company/Organisation Please complete your company details.

**Name of Company/
Organisation:**

ABN:

Authorised Representative (the person who will oversee the burn activities)

Name:

**Job/Role title
(if company or
organisation)**

Address:

Street:

Town:

Postcode:

Phone:

Mobile:

Email:

Postal Address:

(if different from above)

Street:

Town:

Postcode:

If granted how would you like to receive your permit?By email By post Collect from Customer Service Centre **Property/Location Details****Address where you propose to undertake the burning:**

If different from address provided in previous section.

Street:

Town:

Postcode:

Are you the owner of the land/property for which you are seeking the permit?**Yes** Please complete the section below – “Burn Details”**No** You must supply written approval from the land owner to undertake the proposed burn on their property.**Name of land owner:****Contact number (BH):****Burn Details****What are you proposing to burn?**Grass Stubble Weeds Shrubs/Undergrowth Cuttings Trees Tree Stumps Other please specify)

If you are planning to burn a windrow you must contact Council’s Municipal Fire Prevention Officer for specific information and requirements.

**When are you proposing to burn?
(period or dates)****For the purpose of?**Glenelg Shire Council
National Relay Service: 13 36 77PO Box 152, PORTLAND VIC 3305
email: locallaws@glenelg.vic.gov.auPhone: 1300 GLENELG (453 635)
website: www.glenelg.vic.gov.au

Declared Fire Danger Period

During the declared fire danger period any person without exception throughout the Municipality must apply for a permit to burn from the Council's Municipal Fire Prevention Officer. During days of total fire ban no person is permitted to light a fire in the open air and severe penalties apply (including prosecution) for doing so.

Are you applying to burn during a Declared Fire Danger Period?

If yes, you need to apply to the Country Fire Authority (CFA) to have the section on the final page of this application completed and signed. The CFA Captain/Officer in Charge must approve prior to the application being submitted to Council's Municipal Fire Prevention Officer for final approval, after consultation and approval by CFA Operation Manager - District 4 and Glenelg Shire Council's Emergency and Risk Manager.

Every year, in the lead up to the fire season, the CFA declares a Fire Danger Period for each municipality (shire or council). During a declared Fire Danger Period, it is Council's procedure to only issue Permits to Burn where CFA approval has been granted. Go to CFA website at www.cfa.vic.gov.au for further information.

Are you applying outside the Declared Fire Danger Period?

If yes, a Permit to Burn is required within any area designated by Council and described in Schedule 1 in the List of Schedules 2018 available for download on Council's website. If approved, this permit will be granted by Council's Municipal Fire Prevention Officer and does not require the CFA approval section of this application form to be completed.

Are you eligible for a Permit to Burn?

Generally, Council only issues Permits to Burn:

- for the purposes of fire prevention, intention to reduce sources of ignition and vegetation in the case of an oncoming fire; or
- for agricultural purposes; and then only to:
- properties in a bushfire prone area or bushfire management overlay. Properties in a built-up area, including most urban residential properties, are generally not granted a Permit to Burn. Instead, Council promotes other waste disposal methods such as mulching waste facility. For further information on waste disposal options go to www.glenelg.vic.gov.au or call Council on 1300GLENELG.

In this municipality, **no permits to undertake burns** will be issued:

- on total fire ban days
- to burn in an incinerator or in accordance with Glenelg Shire Council Local Law 2018
- to burn any of the following materials or substances:
 - Rubber or plastic materials including tyres;
 - Treated/painted timber;
 - Petroleum, oil or hydrocarbon based substances;
 - Paint or receptacles that contained paint;
 - Manufactured chemicals;
 - Food wastes;
 - Wet and/or green vegetation and other materials that cause excessive smoke;
 - Any other offensive; odour causing; or noxious substances
 - Materials containing asbestos

Pile size and placement restrictions

There are restrictions on burn pile sizes and placement of piles near property lines. It is recommended you do not start building or placing piles until your permit has been granted.

Other information about this application

- Your application should be submitted a minimum of 2 weeks before the proposed burn-off date and must include the information specified in the application form.
- There is no fee to apply.

Application Checklist

To be eligible for a permit, you must provide certain information as specified. Not providing the information will result in a delay or non-approval of your permit application.

- CFA approval:** If planning to burn in the Declared Fire Danger Period, the CFA approval section (page 7) must be completed and signed.
- Site Plan:** You must provide a site plan on the template provided (page 5). Photographs may also be submitted to support your application.
- Land owner approval:** If you are not the owner of the land/property, you must provide written approval from the land owner and provide their name and contact number.

How to lodge your application

You can lodge your application:

By email: locallaws@glenelg.vic.gov.au

By Post: PO Box 152 Portland Vic 3305

In person: Glenelg Shire Council
Customer Service Centre
71 Cliff Street, Portland, Victoria 3305
Office Hours: 8.30am – 5.00pm Monday – Friday
Telephone: 1300 GLENELG

Site Plan (all applicants must complete this section)

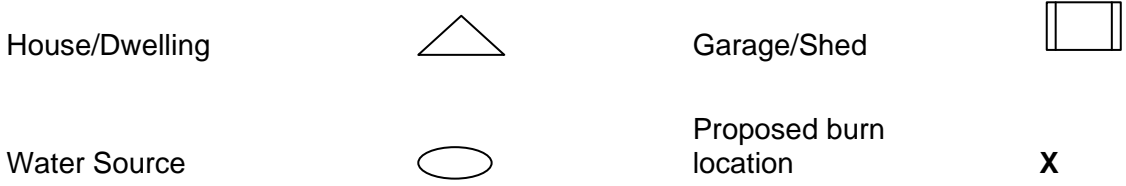
You must provide a site plan using the template below:

Using the symbols below, show the location of:

- all houses/dwellings, sheds, garages and water sources (taps, tanks, dams etc.) on your property; and
- where the proposed burn will take place.

If the space provided is insufficient, attach a separate diagram using the same template and symbols.

Symbols:



Site Plan:

Applicant Declaration:

By lodging this application you declare that:

- You are the applicant or are authorised by the applicant to lodge this application.
- The information provided in this application form and any attachments are true and correct. You understand it is an offence to provide false information and penalties apply.
- If you are not the land owner of the property to which this application applies, you have provided written approval from the land owner to carry out the burn activities in this application.
- If required, you have obtained or will obtain all necessary planning and other permits under legislation.
- If the permit is granted, you will comply with all permit conditions and the Glenelg Shire Council Local Law 2018.

Applicant Signature (on behalf of the permit holder):		Date:	
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The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the Local Government Act 1989. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officers – telephone 03 5522 2305.

What happens next?

- Council will consider your application. You may be required to provide further information.
- A Council Officer may contact you to arrange a visit to the property to determine whether to grant a permit.
- If approved, your permit will be provided to you. If your permit is not approved, Council will contact you.
- All other relevant/applicable permits, including planning permits must be obtained prior to burning.

COUNTRY FIRE AUTHORITY SECTION: To be completed prior to the application being lodged with Council for final approval <u>CAPTAIN/OFFICER IN CHARGE</u>			
I _____ of _____ <i>Captain/Officer In Charge</i> <i>Fire Brigade</i>			
<input type="checkbox"/> have read the above application and have inspected the location of the proposed burn.			
<input type="checkbox"/> approve <input type="checkbox"/> disapprove of a permit to burn being granted.			
Signature:		Date:	

<u>OPERATION MANAGER – DISTRICT 4</u>			
I _____ of Country Fire Authority District 4 <i>Operation Manager</i>			
<input type="checkbox"/> approve <input type="checkbox"/> disapprove of a permit to burn being granted.			
Signature:		Date:	

Consultation with Glenelg Shire Council's Emergency and Risk Manager			
<i>Glenelg Shire Council Emergency and Risk Manager advised on issuing of permit</i> <input type="checkbox"/>			

Permit Number: «Permit_Number»

Type of Permit: Permit to Burn

Date of Issue: «Permit_DateRecorded»

Date Effective From: «Permit_DateEffectiveFrom»

Date Effective To: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home

«Contact_HomePhone»

Business

«Contact_WorkPhone»

Mobile

«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018 (Insert relevant Clause Number/s)

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name:

Municipal Fire Prevention Officer

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- All applications for a Permit to Burn within the Declared Fire Danger Period must be approved and signed by the Captain or Officer in Charge of the Local Fire Brigade and the CFA Operations Manager for the applicant's area, before lodgement with Council.
- Permits will only be issued when no other alternative is available and normally will only be for the purpose of removing fire hazards, establishing firebreaks, or burning grass, stubble, weeds and/or undergrowth for the purpose of clearing land for crops or re-sowing pasture.
- Fires must not be lit on any day where the wind velocity exceeds 8kmh or is a day of Total Fire Ban.
- The person performing the burning operation to which the permit relates must be in possession of the permit or a copy of it.
- Notice of intention to conduct a burning operation must be given between 2 and 24 hours before the burning is to commence:
 - to each owner or occupier of land contiguous to the area to be burned; and
 - to the Captain Fire Brigade; and
 - to the Department Environment, Land, Water and Planning Duty Officer (via 24hr contact number 03 5527 0488.)
- Permit holders must also notify:
 - **VIC FIRE on 1800 668 511** prior to ignition with full details on location, size, contact person etc.
- Before commencing a burning operation, a fire break must be prepared around the perimeter of the area to be burned, which is:
 - *Not less than 3 metres wide and cleared of all flammable material.
- Burning off must not commence before **2:01 p.m.**
- Every reasonable precaution must be taken that only the material specified in this permit is burned. Any other material catching alight must be extinguished immediately.
- Until all fires lit under this permit have been completely extinguished -
 - the perimeter of the burning area must be continuously patrolled; and
 - an adequate number of adults and adequate fire suppression equipment or appliances must be present.
- Minimum of a heavy tanker (not a CFA appliance) is on scene at all times during burning (minimum water capacity of 2,000 litres).
- Minimum of three adult fire fighters available. One person other than above to act as fire lighter. **Minimum age of these personnel to be 16 years of age.**
- If in the vicinity of the area to be burned, the shade temperature exceeds 30 degrees Celsius or the average wind speed exceeds 8 kilometres per hour -
 - burning operations must **not** be commenced; or
 - if burning operations have commenced all fires must be extinguished as soon as possible.
- All fires must be extinguished before sunrise on the day following the day on which they were lit.
- No burning within 50 metres of any forest or plantation under any circumstances.

CONDITIONS, RESTRICTIONS OR LIMITATIONS (continue)

- Stubble burns to be conditional that no logs/trees debris/heavy fuels are contained within the burn.
- Firebreak is to be a “mineral earth” break with a **minimum width of 3 metres**.
- All lawful instructions of Council Local Laws Team Leader or deputy must be complied with.

FURTHER INFORMATION

Refer to the CFA Publication available at:

www.cfa.vic.gov.au/fm_files/attachments/Publications/op_priv equip_guidelines.pdf for further information regarding use of private equipment for controlled burns.

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

Applying for a Footpath Trading Permit

Applicants are advised to familiarise themselves with Council's Footpath Trading Policy prior to any formal application being made to Council. The Footpath Trading Policy is available from the Glenelg Shire Council website at www.glenelg.vic.gov.au or by contacting the Glenelg Shire Council on 1300 Glenelg (1300 453 635).

Failure to submit all required information may result in delays in processing the application or a refusal of permit.

Your application needs to include the following documents (tick box if attached):

- Completed application form including indemnity section
- Site drawing plan
- Current Public Liability Certificate of Currency for a minimum of at least \$10 million dollars
- Photos of site
- Photos of furniture, signage & teardrop style flags
- Confirmation that all necessary Planning, Health & Liquor licensing requirements have been met
- Written consent from adjoining property owners (where required) – Clause 11 Footpath Trading Policy

Application Type

- New Application
- Renewal of Existing Permit
- Transfer of Ownership
- Amendment to Permit

Permit Requirements

- Display of Goods Qty: _____
- Tables & Chairs Set: _____
- Advertising Sign Qty: _____
- Flags Qty: _____

Note: (1 set: Table up to 4 Chairs)

Business/Applicant Details

Business/Trading name:							
Type of Business:							
Contact name:					ABN:		
Business Address:	Street/Road Name:						
	Town:				Postcode:		
Phone:					Mobile:		
Email:							
Postal address: (if different from above)	Street/Road Name:						
	Town:				Postcode:		
Hours of operation	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Glenelg Shire Council
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305
email: locallaws@glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)
website: www.glenelg.vic.gov.au

Fees Schedule

A fee may be payable as determined in the Glenelg Shire Council Fees and Charges Schedule
Permits are valid from the date of issue to 31 August of the following year.

On receiving your application our Local Laws Unit will

- Check all relevant information has been received
- Arrange a time to meet on site for an inspection
- Assess the application
- Approve or refuse the permit application

Indemnity

The applicant has applied to the Glenelg Shire Council for Authority to use the footpath within the municipal district in accordance with Council's Footpath Trading Policy.

In granting the permit, the permit holder agrees to indemnify the Council against all claims of any kind arising from any negligent act by either the applicant or the applicant's agents and users.

The applicant 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 applicant's use of the footpath and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant.

The applicant's liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, contributed to the loss of the liability.

Applicant Signature:

Date:

Acknowledgement

I state that I have read and understand my responsibilities in relation to the Glenelg Shire Council Footpath Trading policy and agree to the conditions of permit therein.

Printed name of Applicant:

Applicant Signature:

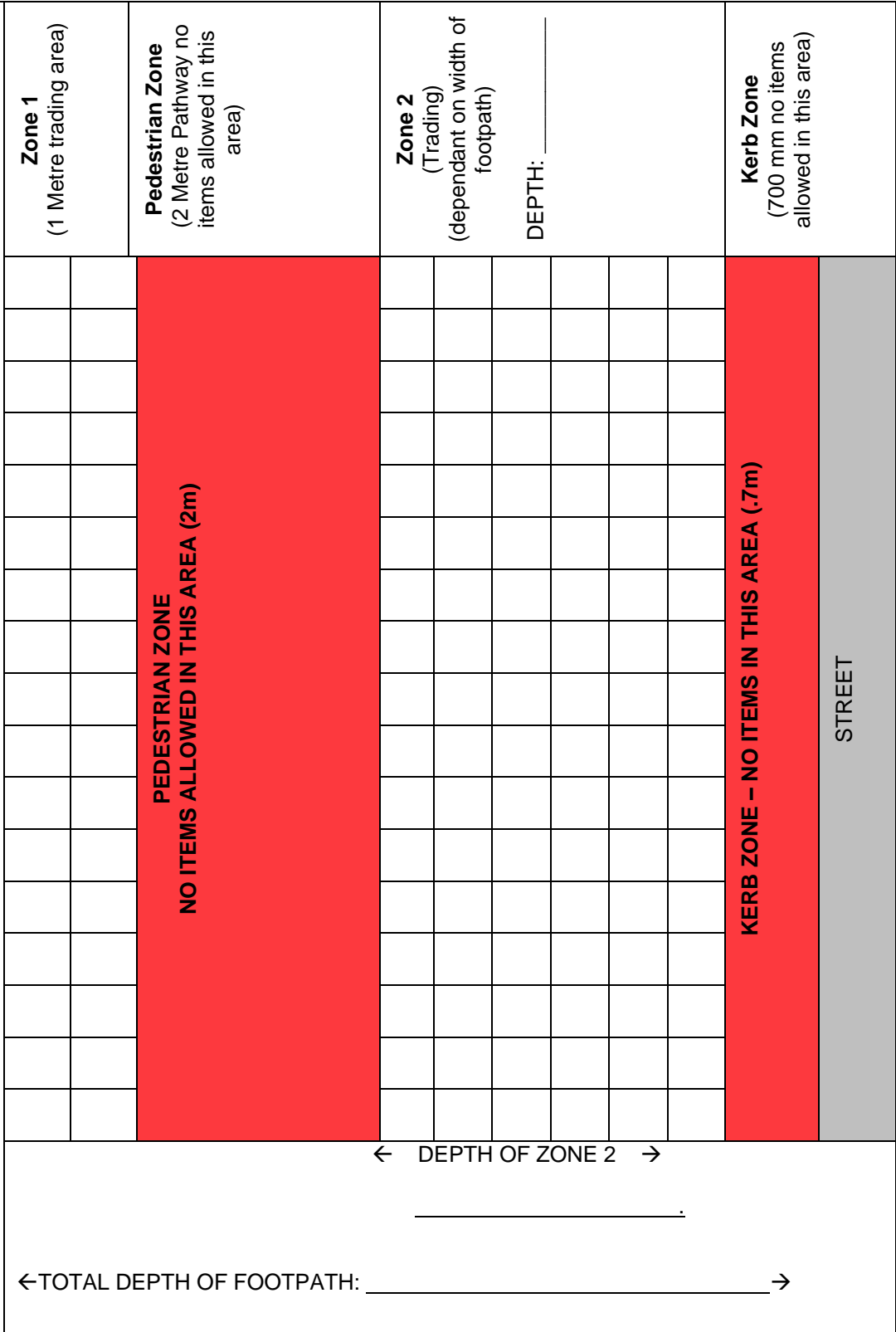
Date:

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Site Plan – Existing and/or prop

Note: Furniture and goods must not exceed Zone 1 and Zone 2
Note: Teardrop Flags must only be located in Zone 2

← SHOP FRONT TOTAL WIDTH: _____ →



Your drawing needs to show the total width of the footpath and proposed location of furniture, goods , signage and tear drop flags. Also include any public infrastructure and fixed objects.

Permit Number: «Permit_Number»

Expiry Date: **31 August XXXX (Annual)**

Issued to: «Contact_Organisation»
 Care of: «Contact_Name»
 Location: «SiteAddress_FullAddress»

Items covered by Permit:

«Permit_Dimension1Label»	«Permit_Dimension1 Value»	«Permit_Dimension2Label»	«Permit_Dimension2Value»
«Permit_Dimension3Label»	«Permit_Dimension3 Value»	«Permit_Dimension4Label»	«Permit_Dimension4Value»

NB: Each table to have maximum 4 chairs

- This permit must be placed inside the front window in a location that is readable from the footway.
- Permits are only valid whilst all conditions of the “Glenelg Shire Council Footpath Trading Policy” are complied with.
- Only items listed and as per the Council approved application are to be placed on the footway.
- Any change to the arrangement of the footway items must be approved by Council.

This Permit is not transferable

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name:

<<Title of Authorised officer>>

Date:

CONDITIONS, RESTRICTIONS AND LIMITATIONS

- The permit holder must hold a certificate of currency for a public liability insurance policy of at least \$10,000,000 that provides coverage for the event being held.
- The permit holder agrees to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.

The permit holder must ensure that all signs, displays of goods or teardrop flags are within either Zone 1 or Zone 2 as displayed in the attached diagram.

- a) The trading zone 1 is the space between the building line and the pedestrian zone. **This space will only be permitted where the two metre pedestrian zone can be maintained.** In circumstances where the pedestrian zone of 2.0 metres cannot be maintained, the trader may be prohibited, or have a reduced space available in trading zone 1.
- b) The trading zone 2 is the space between the pedestrian zone and the kerb zone (the kerb zone is 0.7m wide from the gutter). The trading zone varies in width from street to street depending on the overall width of the footpath. **In some circumstances the size of the footpath or the presence of infrastructure may prohibit the trader from utilising this zone.**

- To ensure a continuous and accessible path of travel, no furniture, signage, flags or displays of goods are permitted within the pedestrian zone at any time.
- The kerb zone is the area between the gutter and the trading zone and is generally 0.7m, however in the following situations increased standards apply.

Situation	Clearance Required
Standard Angle Parking	0.7m
Disabled Parking	1.5m
Pedestrian Crossings	3.0m
Adjacent to Intersection	3.0m

- The following table highlights the clearances required from public infrastructure.

Type of Infrastructure	Required Clearance
Bicycle Stands	1.0m
Fire Plugs	0.5m
Public Seating	0.5m
Rubbish Bins	0.5m
Parking Meters	0.5m
Garden Beds	0.5m

- There must still be a minimum clearance of 1.0m between each adjoining boundary. Therefore items in the trading zone must not be placed within 0.5m of any adjoining property line.

CONDITIONS, RESTRICTIONS AND LIMITATIONS (continued)

- To ensure the hygiene and cleanliness of footpath areas is maintained, the following standards apply:
 - a) Litter must be cleared from the trading area by the permit holder at all times.
 - b) Food scraps and any other rubbish within the immediate area must be removed and deposited within the permit holders own bins kept within the premises.
 - c) Litter generated by footpath trading must not be swept into the gutter or adjacent footpath areas. It must be picked up and deposited within the permit holders own bins kept within the premises.
- All lawful instructions of Council's Local Laws Team Leader or deputy must be complied with.

SPECIAL CONDITIONS

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

Please complete and return to:

Glenelg Shire Council
PO Box 152
PORTLAND VIC 3305

In Person:
71 Cliff Street
PORTLAND VIC 3305

Via Email:
locallaws@glenelg.vic.gov.au
Phone: 03 5522 2208

Itinerant Trader

Community Group

Government Agency

Applicant Details			
Name in Full:			
Trading/Organisation Name:			
Nature of Business*:			
Postal Address:	Street/Road Name:		
	Town:	Postcode:	
Contact Details	BH:	Mobile:	
	AH:	Email:	

* More Information for Food Sellers: http://www.glenelg.vic.gov.au/Temporary_Food_Events

Vehicle Details			
Registration No:		Colour:	
Make/Model:		Type (Car/Trailer/Van):	

Site proposed for mobile business:

Address: _____

Start Date: _____

Operating Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Opening Time							
Closing Time							

Proposed Signage (if any): Wording: _____ Dimensions: _____ x _____

Type of signage: Fixed to Vehicle/Mobile Equipment

Freestanding/Moveable A Frame

Note: Any advertising sign must be located in the area that the business is approved to operate from and must not exceed one sign per business. Signage must conform with Council's Itinerant Trading Policy.

Glenelg Shire Council
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305
email: locallaws@glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)
website: www.glenelg.vic.gov.au

Insurance: Attach a copy of current Public Liability Insurance Policy (\$10 Million minimum)

Risk Management Plan: Attach

Any trader intending to sell food/food products must hold a current Food Act 1984 registration with the relevant Victorian Council and lodge a Statement of Trade for each event/sale via Streatrader at least 5 days prior to operating.

- Current *Food Act 1984* Registration (attach Certificate)**
- Statement of Trade lodged via Streatrader (attach Statement)**

**** PAYMENT OF AN APPLICATION FEE DOES NOT AUTOMATICALLY ENTITLE A PERMIT TO BE ISSUED ****

The issuing of this Permit is subject to:

- 1. The Applicant agreeing to the General Conditions of Permit as contained herein;**
- 2. The Applicant agreeing to any/all Special Conditions that the Council may determine and attach to this Permit;**
- 3. The Applicant completing the Permit Application Form and paying the prescribed fee in accordance with Council's Fees & Charges Schedule; (see attached Fee Schedule); and**
- 4. The Applicant providing to the Council evidence of insurance and any required registration by the General Conditions and/or the Special Conditions of the Permit.**

General Conditions of Permit:

The Applicant agrees:

- 1. For the term of the Permit, to comply with all applicable industry standards, health or safety standards, current standards of Standards Australia or any applicable Codes of Practice or legislative requirements.**
- 2. To indemnify the Council its servants and/or agents against all actions costs, claims and demands for injury, loss or damage arising out of on in relation to the alteration to the road, the granting of this Permit and the General Conditions and Special Conditions contained herein and such indemnity shall be in addition to any statutory immunity in favour of the Council.**
- 3. For the term of the Permit, to take out and keep current a public liability policy of insurance to a minimum of ten million dollars (\$10,000,000) level of cover per claim in respect of the Business, any alteration to the road or any activity arising out of or from the granting of this Permit by the Council (*where applicable*).**
- 4. All food stalls/vans will have suitable containers for the storage of waste, which shall be removed by the operator.**
- 5. The area and its surrounds will be left in a clean and tidy condition at the end of the period of trading.**
- 6. A permit shall only be granted to an applicant for a period not exceeding three (3) months.**
- 7. For the term of the Permit, all fixtures and equipment erected or installed are to be maintained in good condition and to recognised standards.**
- 8. In the event that the Applicant has failed to comply with any of the conditions of Permit or for any other justifiable circumstance, including reinstatement, maintenance, repair or removal, the Council may revoke the Permit.**
- 9. At the expiration or earlier termination of this Authorisation to remove, if directed by the Council, any structure or object erected or installed on the road and to reinstate the road to the satisfaction of the Council.**

10. The permit is subject to the Applicant obtaining appropriate planning (*where applicable*) approvals under the *Planning Environment Act 1987* and building approvals under the *Building Act 1993* and *Building Regulations 2006*.
11. The Permit does not confer on the Applicant any exclusive right, entitlement or interest in the road and does not derogate from the Council's powers arising under the *Local Government Act 1989*.
12. The Permit will not come into operation until proof of insurance, risk management plan and any required registration or requested documentation has been provided, fee paid to the Council, and a copy of this document, signed by the Council has been returned to you. Council will advise in writing the decision to issue or not issue a permit. Refused permits will have the permit fee fully refunded.

<u>20###/### FEES FOR ITINERANT TRADERS</u>	Incl Gst
<i>FOOD VENDORS</i>	
Permit (1 Day)	\$ ##
Permit (2 – 14 days)	\$ ##
Permit (15 days - 1 month)	\$ ##
Permit (1 – 2 months)	\$ ##
Permit (2 – 3 months)	\$ ##
<i>NON FOOD VENDORS</i>	
Permit (1 Day)	\$ ##
Permit (2 – 14 days)	\$ ##
Permit (15 days - 1 month)	\$ ##
Permit (1 – 2 months)	\$ ##
Permit (2 – 3 months)	\$ ##

13. The Permit shall be produced to any Authorised Officer of the Council on demand.
14. The hours of operation are to be in accordance with the application or as notified by Council.
15. A clear access path of at least 1500mm shall be maintained at all times for pedestrians and wheelchair access.

In making this application, I declare that the particulars provided are true and correct, and acknowledge that I have read, understand and agree to be bound by the Conditions of Permit.

Signature: _____ Date: ____/____/____

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Permit Number: «Permit_Number»

Date of Issue: 22 December 2017

Start Date: «Permit_DateEffectiveFrom»

Expiry Date: «Permit_DateEffectiveTo» unless previously withdrawn by Council

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Purpose of Permit: «Permit_Purpose» in the specified area: See Attached Schedule

APPROVED LOCATIONS AND HOURS OF OPERATION

«Location»

«Permit_Description»

Hours of operation:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

Sunday:

Fee payable: «FeeAmount»

Receipt no.:

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Print Name:

<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- 1 For the term of the Permit, to take out and keep current a public liability policy of insurance to a minimum of ten million dollars (\$10,000,000) level of cover per claim in respect of the Business, any alteration to the road or any activity arising out of or from the granting of this Permit by the Council (*where applicable*).
- 2 All food stalls/vans will have suitable containers for the storage of waste, which shall be removed by the operator.
- 3 The area and its surrounds will be left in a clean and tidy condition at the end of the period of trading.
- 4 A permit shall only be granted to an applicant for a period not exceeding three (3) months.
- 5 For the term of the Permit, all fixtures and equipment erected or installed are to be maintained in good condition and to recognised standards.
- 6 In the event that the Applicant has failed to comply with any of the conditions of Permit or for any other justifiable circumstance, including reinstatement, maintenance, repair or removal, the Council may revoke the Permit.
- 7 At the expiration or earlier termination of this Authorisation to remove, if directed by the Council, any structure or object erected or installed on the road and to reinstate the road to the satisfaction of the Council.
- 8 The permit is subject to the Applicant obtaining appropriate planning (*where applicable*) approvals under the *Planning Environment Act 1987* and building approvals under the *Building Act 1993* and *Building Regulations 2006*.
- 9 The Permit does not confer on the Applicant any exclusive right, entitlement or interest in the road and does not derogate from the Council's powers arising under the *Local Government Act 1989*.
- 10 The Permit will not come into operation until proof of insurance, risk management plan and any required registration or requested documentation has been provided, fee paid to the Council, and a copy of this document, signed by the Council has been returned to you. Council will advise in writing the decision to issue or not issue a permit. Refused permits will have the permit fee fully refunded.
- 11 The Permit shall be produced to any Authorised Officer of the Council on demand.
- 12 The hours of operation are to be in accordance with the application or as notified by Council.
- 13 A clear access path of at least 1500mm shall be maintained at all times for pedestrians and wheelchair access.

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FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

Collection **Busking**

Applicant Details			
Contact name:			
Position in Organisation:			
Organisation Name:			
Postal Address:	Town:		Postcode:
Phone:		Mobile:	
Email:			
Name of Event:			
Date/s of Event:			
Details of Event:			

Location Details			
Property Address:			
Town/Locality:		Postcode:	

Delivery of permit: Post Email Collect in Person

Indemnity
<p>In granting the permit, the permit holder agrees to indemnify the Council against all claims of any kind arising from any negligent act by either the applicant or the applicant's agents and users.</p> <p>The applicant 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 applicant's use of the footpath and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant.</p> <p>The applicant's liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, contributed to the loss of the liability.</p>

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Glenelg Shire Council National Relay Service: 13 36 77	PO Box 152, PORTLAND VIC 3305 email: locallaws@glenelg.vic.gov.au	Phone: 1300 GLENELG (453 635) website: www.glenelg.vic.gov.au
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Insurance

The permit holder must hold a certificate of currency for a public liability insurance policy of at least \$10,000,000 for the duration of the event.

Conditions for Collection

- Permission must be obtained from Police for highway collection
- The permit holder is required to ensure all collectors are over the age of 16 and suitably briefed regarding safety whilst collecting at an intersection.
- All collectors are to be suitably identified and must wear high visibility clothing.
- The event organisers erect and maintain the necessary signs to warn motorists that there are collectors ahead.
- In the event of wet weather or poor visibility the permit is null and void.
- A Risk Management Plan must be provided to satisfy Council's insurance purposes for all events held on Council owned or controlled property.
- The event organisers agree that at the conclusion of the event, all displays and promotional material, rubbish and other material associated with the staging of the event are to be removed and the area left in a clean and tidy condition.
- All lawful instructions of Council Local Laws Team Leader or deputy must be complied with.

Conditions for Busking

- Sound amplification equipment may only be used subject to any requirements of Council as to sound volume must not exceed 75 dB
- No permit may be issued for longer than six months but that a renewal may be applied for after that time
- Council reserves the right to revoke the permit at any time;
- No permit holder may sell or offer or expose for sale any article or commodity other than related or ancillary to the busking activity;
- Any drawings, sketches, artwork made on any footpath must be limited to the use of easily erasable non-permanent medium such as chalk or charcoal and must not be crayon, paint or any other permanent or marking medium;
- The busker must comply with all the directions of the Victoria Police or an Authorised Officer which might include ceasing busking or moving from the busking location where congestion or inconvenience is being caused to other road users; and
- That no busker may advertise or associate his or her busking with advertising in conjunction with any performance.
- A person issued a permit must comply with any conditions imposed

Applicant Declaration

I have fully completed the checklist provided below. I agree to comply with all of Council's requirements and conditions as specified on the permit and verify that the above information is true and correct.

- Completed Applicant details and Location details (page 1)
- Current Public Liability Certificate of Currency
 - for a minimum of at least \$10 million dollars
 - noting Glenelg Shire Council as principal for its rights and interests.
- Signed and dated Application Declaration (see below)

Return form to Local Laws Admin via email: locallaws@glenelg.vic.gov.au or via postal details below.

Printed name of Applicant:			
Applicant Signature on behalf of Organisation:		Date:	

Glenelg Shire Council
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305
email: locallaws@glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)
website: www.glenelg.vic.gov.au

Permit Number: «Permit_Number»

Type of Permit: Collections/Busking on Council Managed Land (Remove as appropriate)

Date of Issue: «Permit_DateRecorded»

Date Effective from: «Permit_DateEffectiveFrom»

Date Effective to: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home

«Contact_HomePhone»

Business

«Contact_WorkPhone»

Mobile

«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018 (Insert relevant clause number/s)

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name

<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- The permit holder must hold a certificate of currency for a public liability insurance policy of at least \$10,000,000 for the duration of the event.
- The permit holder agree to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.
- Permission must be obtained from Police for highway collection
- The permit holder is required to ensure all collectors are over the age of 16 and suitably briefed regarding safety whilst collecting at an intersection.
- All collectors are to be suitably identified and must wear high visibility clothing.
- The event organisers erect and maintain the necessary signs to warn motorists that there are collectors ahead.
- In the event of wet weather or poor visibility the permit is null and void.
- A Risk Management Plan must be provided to satisfy Council's insurance purposes for all events held on Council owned or controlled property.
- The event organisers agree that at the conclusion of the event, all displays and promotional material, rubbish and other material associated with the staging of the event are to be removed and the area left in a clean and tidy condition.
- All lawful instructions of Council Local Laws Team Leader or deputy must be complied with.

BUSKING CONDITION, RESTRICTIONS OR LIMITATIONS

- Sound amplification equipment may only be used subject to any requirements of Council as to sound volume must not exceed 75 dB
- No permit may be issued for longer than six months but that a renewal may be applied for after that time
- Council reserves the right to revoke the permit at any time;
- No permit holder may sell or offer or expose for sale any article or commodity other than related or ancillary to the busking activity;
- Any drawings, sketches, artwork made on any footpath must be limited to the use of easily erasable non-permanent medium such as chalk or charcoal and must not be crayon, paint or any other permanent or marking medium;
- The busker must comply with all the directions of the Victoria Police or an Authorised Officer which might include ceasing busking or moving from the busking location where congestion or inconvenience is being caused to other road users; and
- That no busker may advertise or associate his or her busking with advertising in conjunction with any performance.
- A person issued a permit must comply with any conditions imposed

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

Glenelg Shire Council is committed to assisting our community grow events in the region and to ensure they are safe, sustainable and successful. By definition, an event is any planned activity where an open area, facility, road or structure is used by more people than usually found in that area.

By registering your event with Council, we will assist you to increase promotion of your event through:

- Including your event in the What's On page in the Portland Observer and Casterton News
- The Visitor Information Centres in Portland, Casterton and Nelson through staff and posters
- Adding your event to our annual Events Calendar and Upcoming Events newsletters to be promoted throughout the Shire
- Adding your event to the Council website and promoted through the Council Facebook page and Glenelg Connect Facebook page when possible

By submitting this form, you can also be sure that all Council departments will be aware of your event and can assist you with having the right permits in place to protect the safety of your attendees. When an *event* is to be held on Council owned land or buildings, or a road closure is necessary, it is a requirement to complete this form.

Please return this application, as well as a copy of your Certificate of Currency at least 4 weeks before the date of the proposed event to:

Tourism and Events Officer via email locallaws@glenelg.vic.gov.au or call 1300 453 635
Glenelg Shire Council PO Box 152, PORTLAND VIC 3305
Website: www.glenelg.vic.gov.au

Event Details

Event Name:						
Event Location:						
Date of Event:			Start Time:		End Time:	
Expected No. of Attendees:						
Entry to the Event is:	Free:	Yes	Ticketed:	No	Donation:	No
Has this Event been held before?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, when:			
Have you booked an alternative location as a contingency?	Yes <input type="checkbox"/> Where? <input type="checkbox"/>		No <input type="checkbox"/>			
Please provide a brief description of the event: NOTE: This description will be used to assist in promoting the event.						

Applicant Details

Event Contact:			
Organisation:			
Position:			
Postal Address:	Street/Road Name		
	Town:	Postcode:	
Phone:		Mobile:	
Email:			
Website:			

Certificate of Currency

Have you attached a copy of your (or your auspice organisation) current Certificate of Currency (minimum \$10 million)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you sighted the Certificate of Currency of your external providers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Food and Beverage

It is important that all temporary food stalls are registered with Council to ensure safe food handling.

Streatrader is the online system for businesses and community groups to register and notify their temporary and mobile food premises with Council. Please ask all food vendors to register for your specific event at the following link: www.streatrader.health.vic.gov.au

Please provide a list here of all your food vendors (if you have more, please attach a separate sheet):

Vendor/Provider:		Streatrader Ref. No:	
Vendor/Provider:		Streatrader Ref. No:	
Vendor/Provider:		Streatrader Ref. No:	
Vendor/Provider:		Streatrader Ref. No:	
Vendor/Provider:		Streatrader Ref. No:	

Will alcohol be available at the event? All events with alcohol on the premises or throughout the event will require a licence. For more information visit the Victorian Commission for Gambling and Liquor Regulation at www.vcglr.vic.gov.au or call on 1300 182 457	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, have you applied for a liquor licence?	Yes <input type="checkbox"/> No <input type="checkbox"/> Reference no:

Toilets

How many existing toilets on site will you be using?	Male:		Female:		Accessible:	
How many portable toilets will you be using	Male:		Female:		Accessible:	
It is the responsibility of the Event Organiser to re-stock public toilets with extra toilet paper if they believe this will be required for their event.						

Traffic Management

A Council permit is required to perform a road closure and an accredited organisation must be employed to provide a traffic management plan and to conduct the closure.
Please complete the information below and our Local Laws team will contact you with further information if required.

Do you require a road closure?	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Name (and sections) of streets to be closed:						
Type of road to be closed:	Main Road:		<input type="checkbox"/>	Local Road:		<input type="checkbox"/>
	Highway: Please be advised that all highways are managed by VicRoads. If your event is on a highway please contact VicRoads on 13 11 70.					
Time of proposed road closure:	Start:		End:			

Temporary Structures

Building regulations apply to temporary structures and a prescribed permit may be required.
Please complete the information below and our Building team will contact you with further information if required

Will a temporary structure be erected?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is it a tent or marque over 100m ² ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is it a seating structure for more than 20 persons?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is it a stage or platform exceeding 150m ² ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Waste Management

It is the responsibility of the event organiser to collect and remove all waste generated by the event. If there are any concerns with your waste management plans, our Resource Management Officer will contact you.

How many bins will you have at the event?	Waste Bins:		Recycling Bins:	
How often will the bins be emptied?				
Do you have a dedicated volunteer to ensure the bins are emptied regularly?	Yes <input type="checkbox"/> No <input type="checkbox"/> Contact name and number:			
Waste Wise Events Trailer: Glenelg Shire can provide the Waste Wise Events trailer for community events held within the Shire. The trailer contains 6 waste bins, 6 recycling bins and bin caps which may be borrowed free of charge by event organisers. It will be the responsibility of the event organiser to collect and remove all waste				

Waste Management (continue)

Do you require the Waste Wise Events trailer for your event? If so, contact the Resource Management Officer for further information on 1300 453 635.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require an Event Waste Management Plan template?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signs and Banners

You must inform Council if you will be erecting a sign or banner at your event on Council owned land or on display as promotional material prior to the event. A separate permit will be required if you intend to erect a sign or banner either at or before your event on Council land.

Will you be putting up a sign or banner before or during your event? If yes, please detail proposed location, type and size below and a Local Laws Officer will contact in regards to signage.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Raffles and Donations

There are a number of regulations regarding raffles and donations for events. To assist you with knowing what your obligations are, if you tick yes to any of the below, a member of our Local Laws team will contact you with further information.

Will you have a raffle or donation at your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Will your raffle or donation be collected on a road?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Will your raffle have a prize value of over \$5,000? If yes, a minor gaming permit is required. Further information can be obtained from the Minor Gaming Unit at the Victorian Commission for Gambling and Liquor Regulation on 1300 182 457 or www.vcqlr.vic.gov.au	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Accessibility

Glenelg Shire Council is dedicated to providing accessible services to all our constituents and we are here to assist our community to ensure their services are all-inclusive. Crucial to this, is ensuring the list of exciting events in Glenelg Shire is open to full participation. Please refer to the One and All Event Checklist for more information:
http://www.glenelg.vic.gov.au/files/One_and_All_Inclusive_Event_Checklist.pdf

Have you considered accessibility in all aspects of your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

Would you like to be contacted by our Rural Access Officer who can advise you on ways to improve accessibility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

First Aid

Event organisers must provide first aid services at their event. If an incident occurs that results in injury, first aid can help reduce the severity and in extreme cases, a quick response can be critical.

Will you have a first aid kit on site?

Yes No

Will First Aid Officers be present throughout your event?

Yes No

Post-Event Restoration

Please provide details of arrangements for site clean-up (e.g. waste removal) and clean-up of surrounds:

Please let us know if there are any other enquiries you have regarding your event:

I/we understand that the above information is true and accurate, and if approved we will conform to any conditions required by Glenelg Shire Council. I/we understand that penalties may apply if conditions of the Permit are not complied with and the Permit may be cancelled. I/we agree to comply with any reasonable direction of an authorised Council Officer.

Applicant Signature:		Date:	
Applicant Name:		Organisation:	

Safety Precautions

As part of any good planning process, hazards should be identified and risks assessed to minimise the potential for injury or harm. Regardless of the size or location of your event, it is important and highly recommended that you prepare the following:

- ✓ Certificate of Currency (required)
- ✓ Risk Management Plan
- ✓ Site Plan
- ✓ Emergency Management Plan

Certificate of Currency

Every event is required to hold current Public Liability Insurance of at least \$10 million and to provide Council with a copy. This is to ensure your event is financially covered for any incident that occurs. It is also highly recommended that you sight the Certificate of Currency of all your external providers – such as entertainment, stallholders and infrastructure companies.

Risk Management

Risk Management is an integral part of good management practice and specifically event planning. Commitment to risk management will assist in keeping risk exposure to a minimum and help reduce injuries and potential loss. The risk management process involves identifying potential risks, analysing their potential damage and treating the risks (taking action).

Conducting a risk assessment prior to holding an activity or event means potential risks can be identified and controls can be implemented to help reduce or mitigate any potential risks prior to the activity or event taking place.

Please find a Risk Management Template below for your use.

Please note: A Risk Management Plan must be provided to satisfy Council's insurance purposes for all events held on Council owned or controlled property.

Site Plan

It is advised to create a detailed site plan, especially for outdoor events. This should show indoor/outdoor use, permanent structures, temporary structures, multiple boundaries, likely hazards, parking arrangements, emergency exits, access and facilities e.g. water, toilets, food preparation and waste removal. Site plans can form the basis of your Emergency Management Plan. A Site Plan Template can be provided on request.

Emergency Management Plan

It is advised that all event organisers prepare an Emergency Management Plan. Please find a simple template below that you can use for your event – it is also advised that you edit this as appropriate to fit to the context of your event.

Ideally this document should also contain key contact information for various individuals and departments, a timeline for the event and specific event maps. This plan should be distributed to and reviewed with key staff/volunteers prior to the event.

GSC Commitment to you

Glenelg Shire Council is committed to protecting the safety of all our community and takes all measures possible to facilitate this. We want you to have a successful event that is safe for all and incident-free. Your risk/ emergency management plans will be received by our Emergency Risk and Training Manager who will flag any issues to make sure your event is as safe as possible and that you will be prepared in the case of an emergency.

Emergency Management Plan

The information below, once signed, can act as your Emergency Management Plan. Please edit as appropriate and add more detailed information as required – each event will be different and there may be potential issues specific to your event that need to be addressed.

Event Name:

Event Procedures

In the event of an emergency this will be your plan for your event. Please obtain on event day. Responsibility for the management of the response to the incident, including evacuation of persons affected, will normally be delegated to the event manager/chief warden. This delegation will be effective from the time the emergency is reported until such time as it is resolved.

It is the responsibility of the event manager/chief warden to hand over control of the venue to the emergency services incident controller upon their arrival at the scene. Cancellation or evacuation of the event shall be the responsibility of the event manager/chief warden. On a Fire Danger rating day of “Code Red” for the South West Total Fire Ban district, the event will be cancelled. The attached site plan forms part of the emergency response plan.

Prior to Event

Prior to the event, event organisers should inspect the site and identify and rectify any potential hazards.

All key staff/volunteers will be provided with a copy of this plan and feedback received.

Code Red Day

Should a Code Red Extreme Danger Fire Ban Day be declared for the day of your event, please detail below if your event will proceed and if so any safety precautions that will be implemented as a result of this status.

Evacuation Procedures

Fire

1. Alert all persons nearby and request assistance
2. Assist any person in immediate danger, only if safe to do so
3. Call the Event Manager/Chief Warden/Communications Officer who will then call 000 requesting the Fire Brigade's assistance
4. If threat to life exists, evacuate the area immediately
5. Extinguish fire, only if safe to do so
6. Contain fire, only if safe to do so
7. Check area has been cleared and inform Chief Warden/Communications Officer
8. Control the movement of occupants to and within the assembly area

Gas Leakage

1. Evacuate immediate area
2. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
3. Remove ignition sources, only if safe to do so
4. Isolate gas/electricity supply, only if safe to do so
5. If threat to life exists, evacuate the area immediately
6. Check area has been cleared and inform Chief Warden/Communications Officer
7. Control the movement of occupants to and within the assembly area

Severe Storms

1. Secure all items, if safe to do so
2. Shut off gas and electricity supply, if safe to do so
3. Assist evacuation upon instructions from Chief Warden/Communications Officer

Vehicle Accident

1. Contact Chief Warden/Communications Officer and request assistance from emergency control
2. Chief Warden/Communications Officer who will notify Police on 000
3. Remain calm, do not do or say anything that will encourage irrational behaviour
4. Evacuate the area immediately

Civil Disturbances

1. Alert all persons nearby and request assistance
2. Secure the area where the accident has occurred
3. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
4. Respond to injuries that may have occurred, only if safe to do so
5. Evacuate immediate area if appropriate
6. Prevent all persons from entering the area

Suspicious Packages

1. Do not attempt to move article/package
2. Turn off communications devices
3. Evacuate immediate area - do not create panic
4. Contact Chief Warden/Communications Officer who will notify Police on 000
5. Await further instructions

Medical Emergency

1. Check for any threatening situation and remove or control it, if safe to do so
2. Contact Chief Warden/Communications Officer who will contact the appropriate Emergency Service
3. Remain with the casualty and provide appropriate support
4. Designate someone to meet the emergency services and direct them to the location of the casualty
5. Try not to leave the casualty until the emergency assistance arrives
6. Do not move casualty unless they are exposed to a life threatening situation

I/we agree to implement the procedures above in the case of an emergency and will ensure that all key staff/volunteers will be given a copy of this plan prior to the event, as well as having copies of the plan available on the day of the event.

Applicant Signature:		Date:	
Applicant Name:		Organisation:	

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Risk Management Plan

Event Name:			
Completed By:		Date Completed:	

Use the tables and matrix below to assess the likelihood and consequence of each potential hazard to calculate the risk level rating: H = high, M= medium, L= low

ie: probability of low/rarely (4) and consequence of death (A) = M (medium) risk level

Complete assessment by identifying what action needs to be taken, allocate the action to a person responsible and allocate a timeframe for completion.

Probability		Consequence/Impact	
1	Very high / almost certain	A	Death or over \$1 mil damage
2	High – once in 3 years	B	Serious injury or major loss
3	Moderate / sometimes	C	Injury medical treatment, high financial loss
4	Low / rarely	D	Minor injury or loss
5	Exceptional circumstances only	E	Negligible impact or loss

	A	B	C	D	E
1	E	E	H	H	M
2	E	H	H	M	M
3	H	H	M	M	L
4	H	M	M	L	L
5	M	M	L	L	L

Potential Identified Hazard (delete where not applicable)	Risk Level	How will risk be controlled	By Who	By When
Abusive / threatening patrons				
Access to water bodies				
Access to wildlife (snakes etc)				
Adequate lighting				
Adequate shelter				
Alcohol				
Amusement structures				
Angry traders				
Asthma attacks				
Bump in / out of equipment				
Cash handling & security				
Children found alone				
Communications				
Contractors				
Crowd control				
Damage to venue				
Dangerous / suspicious Persons in venue				
Dehydration				
Disability access				
Electrical safety				
Emergency back-up power				

Potential Identified Hazard (delete where not applicable)	Risk Level	How will risk be controlled	By Who	By When
Emergency planning				
Evacuation procedure				
Fall hazards				
Fire protection				
Fireworks				
First aid				
Food registration				
Fraudulent tickets				
Gas cylinders				
Hazardous natural features				
Heat exposure				
High risk activities				
Hygiene				
Licences & training certificates				
Major personal injury				
Manual handling				
Marquee collapses / leaks water				
Medical emergency				
Needle sticks				
Night time venue break in				

Potential Identified Hazard (delete where not applicable)	Risk Level	How will risk be controlled	By Who	By When
Noise				
Overcrowding				
Parking				
Power outage				
Public disruption				
Public liability insurance				
Raffles & permits				
Reinstatement of site				
Road closures				
Rubbish				
Security of site				
Site inspections (before/during/after)				
Slips & trips at venue				
Smoking				
Staff safety				
Temporary structures				
Toilets				
Traffic management plan				
Unauthorised items at event				
Underground services				

Potential Identified Hazard (delete where not applicable)	Risk Level	How will risk be controlled	By Who	By When
Volunteers				
Warning signage				
Weather contingency (storm, fire ban)				
Working with children				

Useful Contacts In an emergency, please call 000.	
Contact	Phone Number
Glenelg Shire Council Customer Service	1300 GLENELG
GSC Tourism and Events Officer	03 5522 2239
Victoria Police	
Branxholme	03 5578 6222
Casterton	03 5581 1024
Dartmoor	03 5528 1222
Heywood	03 5527 1614
Merino	03 5579 1205
Portland	03 5522 1500
Fire Services	
Cape Bridgewater Fire Brigade	03 5526 7200
Casterton Fire Brigade	03 5581 1114
Dartmoor CFA	03 5523 6666
Drumborg Rural Fire Brigade	03 5527 9224
Heywood Fire Brigade	03 5527 1821
Lake Mundi Rural Fire Brigade	03 5584 1223
Merino Group Rural Urban Fire Brigade	03 5579 4513
Nelson Rural Fire Brigade	0438 359 710
Portland Fire Brigade	03 5523 6666
Ambulance	
Victorian Ambulance Service	000
St John's Ambulance – Portland	03 5523 7076
Rescue Services	
Aust. Volunteer Coastguard Portland	03 5523 6111
Casterton, Urban Fire Brigade	000
Dartmoor SES	03 5528 1280
Heywood SES	03 5527 1483
Portland SES	03 5523 6048

Permit Number: «Permit_Number»

Type of Permit: Event on Council Managed Land

Date of Issue: «Permit_DateRecorded»

Date Effective from: «Permit_DateEffectiveFrom»

Date Effective to: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home

«Contact_HomePhone»

Business

«Contact_WorkPhone»

Mobile

«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018 (insert relevant clause number/s).road

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name

<<Title of Authorised officer>>

Date: **«Permit_DateRecorded»**

CONDITIONS, RESTRICTIONS OR LIMITATIONS

This permit is subject to the following conditions, restrictions or limitations:

- The Permit holder must hold a certificate of currency for a public liability insurance policy of at least \$10,000,000 for the duration of the event.
- The event organisers agree to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.
- A Risk Management Plan must be provided to satisfy Council's insurance purposes for all events held on Council owned or controlled property;
- That suitably trained people with current Food Handlers Certificates will serve and cook the BBQ;
- To register operation with 'Streatrader'
- That all food not being cooked is stored at -4 degrees Celsius;
- Access to hot running water;
- The Event is not to interfere with the safe passage of pedestrians;
- Leave the area free of any rubbish at the completion of your activities;
- Access to a fire blanket or fire extinguisher in case of a fire emergency;
- A minimum of two meters of clear footway for the purposes of pedestrian traffic;
- Should you have any signage please note that the maximum size should not exceed 1 meter in height x .8 of a meter in width, have no oscillating parts or wheels attached.
- All lawful instructions of Council Local Laws Team Leader or deputy must be complied with.

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

GENERAL CONDITIONS, RESTRICTIONS OR LIMITATIONS

- The permit holder must hold a certificate of currency for a public liability insurance policy of at least \$10 million dollars that provides coverage for the road closures/event being held.
- The permit holder agree to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the permit holder.
- A Public Notice informing the general public of the event will appear in an edition of the appropriate local newspaper/s each week for at least two (2) weeks prior to the event.
- The permit holder must provide to Council details of their risk management plan which addresses the risk associated with the permit holder's use of Council's facility and how such risks will be addressed.
- All lawful instructions of Council's Local Laws Team Leader or deputy must be complied with.

ROAD CLOSURE CONDITIONS, RESTRICTIONS OR LIMITATIONS

- The road closure will be effected, using appropriate barricades, warning signs and warning lights. Barriers are to be easily removable to enable access if required by emergency vehicles.
- Traffic management plans are to be prepared in accordance with "AS1742.3 Traffic control devices for works on roads" and the "Code of Practice – Worksite Safety Traffic Management." The set out of the traffic management may be adjusted to take into account on-site conditions.
- The traffic management may only be undertaken on the dates and times listed with this permit. No restriction to traffic flow is permitted outside this period without Council approval.
- The permit holder is required to have adequate marshals and management contingencies to control security, the safe operation of their event and the safe movement of vehicle and pedestrian traffic. All road marshals should be trained and briefed on their responsibilities. They are to be suitably identified and must wear high visibility clothing.
- The permit holder will be responsible for the notification and approval from emergency services (Police, CFA, Ambulance Victoria and SES) of the proposed traffic management plan.
- No advertisement signs or placards shall be placed on or affixed to any structure, other than precautionary measures signage unless written approval is obtained from the relevant road authority. All traffic signals and signs in the vicinity shall be clearly visible to motorists and pedestrians at all times.
- The permit holder is to ensure that the Department of Transport, Planning and Local Infrastructure is notified (in writing) pursuant to Section 195 Transport (Compliance and Miscellaneous) Act 1983, if any public transport is to be significantly affected

ROAD CLOSURE CONDITIONS, RESTRICTIONS OR LIMITATIONS (continue)

- The permit holder is required to have adequate car parking arrangements to deal with the expected number of vehicles attending the event and for those affected residents where access has been restricted.
- Any person who has a permit or written consent from Council to close a road must comply with all conditions and requirements applied to that permit or written consent.
- It should be noted that the Glenelg Shire Council does not accept any responsibility for accidents, damage or injury to property or participants or third parties arising from the event or road closure.
- A copy of the Traffic Management Plan and the Road/Lane Closure permit must be kept on site and produced when requested by an authorised officer from any Government authority.
- The decision to undertake the activity that necessitates the closure or partial closure of the road(s) is that of the permit holder. Council approval of the permit holder to close or partially close the road(s) does not warrant that the information provided by the applicant ensures the safety of that activity.
- If any activities are to be conducted within the closed off portion of the road then the permit holder must produce to Council a plan of the area showing the location of the various activities, rides etc. at the time of applying for a permit.

USE OF COUNCIL LAND CONDITIONS, RESTRICTIONS OR LIMITATIONS

- The permit holder will be responsible for any loss or damage caused during the event and will be responsible for the clearing of rubbish following the event. If the clearing of rubbish from the area following the event is not carried out to the satisfaction of the Council, these works will be undertaken by Council and the costs involved charged to the permit holder with any costs that the Council may incur as it is required to return any areas used for staging to their original condition.
- The permit holder agrees that at the conclusion of the event all displays and rubbish and other material associated with the staging of the event is to be removed and the area left in a clean and tidy condition.
- If amplified music is to be present, full details must be provided to the Council as part of the application to conduct the event. (The Council reserves the right to direct the applicant to cease the music should such a request come from a member of the Victorian Police or an authorised Council officer).

SPECIAL CONDITIONS, RESTRICTIONS OR LIMITATIONS

Example:

- Stalls and displays to have a minimum 1.8 metre clearance of all footpaths
- There must be no pegs or stakes lodged into the ground on the permit site. Accordingly, no flags, signs, marquees or tents can be erected whereby pegs or stakes are inserted into the ground. (To be confirmed by Parks and Gardens Manager)

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

<input type="checkbox"/> Sporting Group	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Community Group/BBQ Fundraiser
<input type="checkbox"/> Wedding	<input type="checkbox"/> Display Goods/Exhibition	<input type="checkbox"/> Market <input type="checkbox"/> Other

Applicant Details

Applicant Name:			
For and on behalf of: (Business/Organisation)			
Postal Address:	Street/Road Name:	Postcode:	
	Town:		
Phone:		Mobile:	
Email:			

Event Details

Event Name:			
Date Required:		Start time:	Finish time:
Location of Event:			
Address:	Street/Road Name:	Postcode:	
	Town:		
Food/Liquor sales: <i>(if YES attach copy)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Streatrader No:	Liquor Licence No:
Proposed signage* <i>(If applicable)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No Size: _____ x _____	Wording on Signs:	
Weddings Only	No. of Guests: _____	Parking available	<input type="checkbox"/> Yes <input type="checkbox"/> No No. Spaces required: _____
Music to be played:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Marquee or Arches	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special Requirements:			

Glenelg Shire Council	PO Box 152, PORTLAND VIC 3305	Phone: 1300 GLENELG (453 635)
email: locallaws@glenelg.vic.gov.au	website: www.glenelg.vic.gov.au	National Relay Service: 13 36 77

* (Any advertising signage must be located within the area that the activity is approved to operate from)

APPLICANT RESPONSIBILITIES:

- Applications to be received 21 days prior to proposed event.
- Attach copy of Certificate of Currency for Public Liability Insurance minimum \$10,000,000
(Weddings exempt)
- Attach Risk Management Plan (if applicable)
- Food Licence or Streatrader Application No. _____
- Liquor Licence No: _____
- Affected Businesses/Residents advised in writing: (copy of advice to be provided)
- Site Plan: (to be completed – page 4)

For Weddings Only

- No requirement for Certificate of Currency for Public Liability Insurance
- No Requirement to supply a Risk Management Plan
- **MUST** complete the site plan showing parking, location of ceremony and any temporary structures being erected (eg arches, tables and chairs, marquee and/or collapsible gazebo)

How would you like to receive your permit: Post Email Collect in Person

In making this application, I declare that the particulars are true and correct and acknowledge that I have attached the required documentation, read, understand and agree to be bound by the conditions of the permit.

Signature (on behalf of the permit holder):

Date:

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

CONDITIONS OF PERMIT

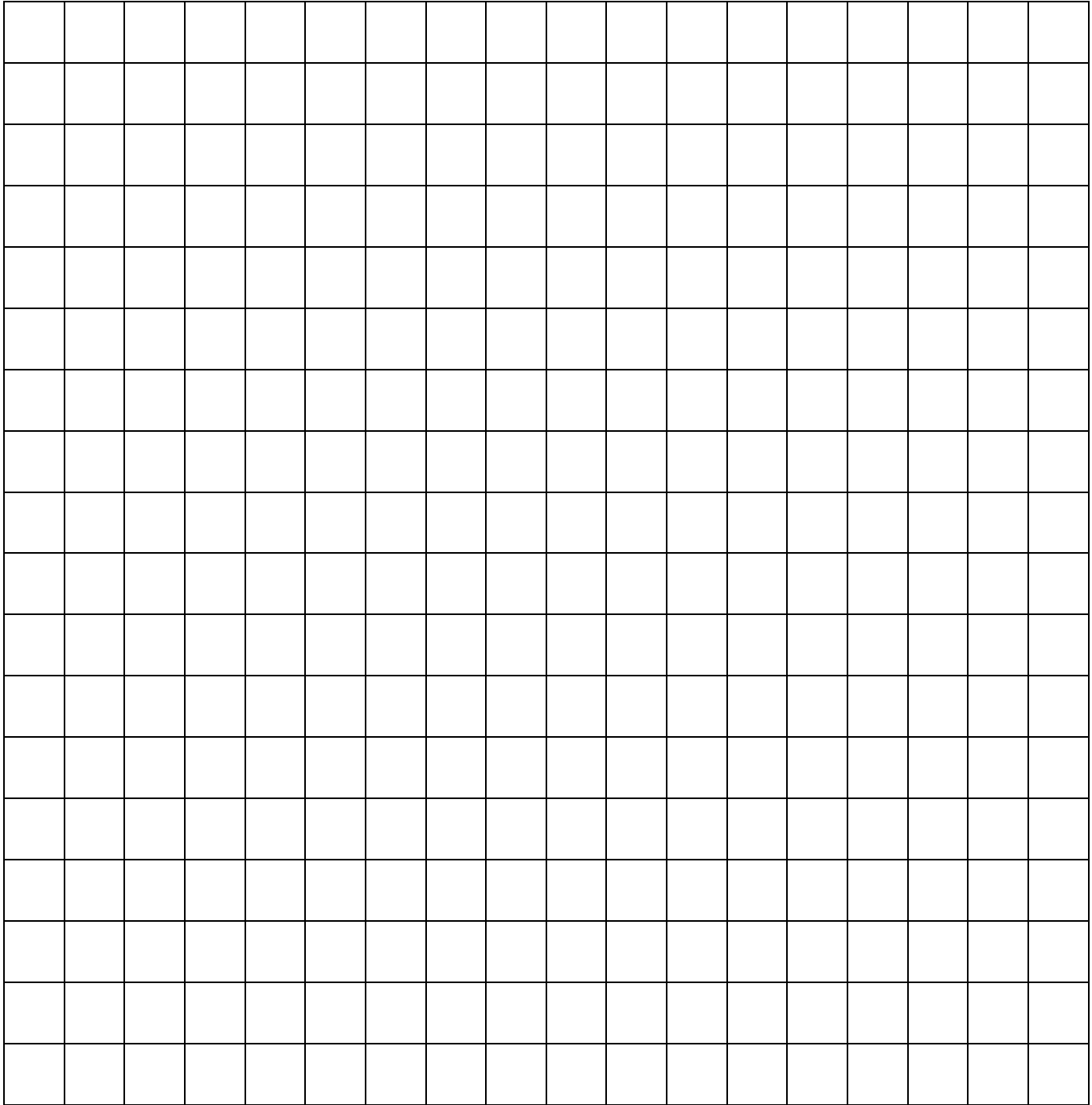
The applicant further agree:

1. For the term of the permit, to comply with all the applicable industry standards, health or safety standards, current standards of Standards Australia or any applicable codes of practice or legislative requirements;
2. To indemnify the Council, its servants and/or agents against all actions, costs, claims and demands for injury, loss or damage arising out of or in relation to the alteration to the road, the granting of this permit and the general conditions and special conditions contained herein and such indemnity shall be in addition to any statutory immunity in favour of the Council;
3. **(If applicable)** For the term of the permit, to take out and keep current a public liability policy of insurance to a minimum of \$10 Million level of cover per claim in respect of the business, any alteration to the road or any activity arising out of or from the granting of this permit by the Council (where applicable);
4. All food stalls/vans shall have suitable containers for the storage of waste, which shall be removed by the operator;
5. The area and its surrounds must be left in a clean and tidy condition at the end of the activity.
6. A permit shall only be granted to an applicant for the duration of the activity; The permit is not transferable.
7. For the term of the permit, to maintain all fixtures and equipment erected or installed, or vegetation planted, in good condition and to recognise standards;
8. In the event that the application has failed to comply with any of the conditions of the permit or for any other justifiable circumstance, including reinstatement, maintenance, repair or removal, the Council may revoke the permit;
9. At the expiration or earlier termination of this authorisation to remove, if so directed by the Council, any structure or object erected or installed on the road and to reinstate the road to satisfaction of the Council;
10. The permit is subject to the applicant obtaining appropriate planning (where applicable) approvals under the *Planning Environment Act 1987* and building approvals under the *Building Act 1993* and *Building Regulations 2006*;
11. The permit does not confer on the applicant any exclusive right, entitlement or interest in the road and does not derogate from the Council's powers arising under the *Local Government Act 1989*;
12. The permit will not come into operation until proof of insurance, risk management plan and any required registration or requested documentation has been provided and a copy of this document, signed by the Council has been returned to the applicant;
13. The permit shall be produced to any authorised officer of the Council on demand;
14. The hours of operation are to be in accordance with the application or notified by Council;
15. A clear access path of at least 1500mm shall be maintained at all times for pedestrians and wheelchair access; and
16. No music system or amplified sound to be used without the prior approval of the Council.

SPECIAL CONDITIONS FOR WEDDINGS:

1. Vehicles are not permitted within the Botanical Gardens
2. Vehicles are not permitted to drive or park on any Beaches within the Shire
3. Vehicles are not permitted to park on grassed areas
4. Must supply own tables, chairs and sound equipment
5. Must ensure the safety of guests and other users of the venue.
6. Confetti/Rice is not allowed.
7. The placement of a marquee or other structure must be approved.
8. Must leave the area and its surrounds in good condition.
9. Must ensure that all rubbish is removed and disposed of correctly.

Site Plan:



Permit Number: «Permit_Number»

Type of Permit: (Mark Applicable)

- Sporting Group Government Agency Community Group/BBQ Fundraiser
 Wedding Display Goods/Exhibition Market Other

Date of Issue: «Permit_DateRecorded»

Date Effective From: «Permit_DateEffectiveFrom»

Expiry Date: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home

«Contact_HomePhone»

Business

«Contact_WorkPhone»

Mobile

«Contact_Mobile»

RELEVANT LAW

General Local Law 2018, (Insert relevant clause Number/s)

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name:

<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- The permit holder agrees to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.
- Vehicles are not permitted within the Botanical Gardens
- Vehicles are not permitted to park on grassed areas
- Must supply own tables, chairs and sound equipment.
- Must ensure the safety of guests and other users of the venue.
- Confetti/Rice is not allowed.
- The placement of a marquee or other structure is not allowed.
- Must leave the area and its surrounds in good condition.
- Must ensure that all rubbish is removed and disposed of correctly.
- All lawful instructions of Council Local Laws Team Leader or deputy must be complied with.

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

Applicant's Details			
Applicant/Business Name:			
Representative Name:		Position:	
ABN/ACN:			
Postal Address:	Street/Road Name:		
	Town:	Postcode:	
Phone:		Mobile:	
Email:			
Road/Lane Closure Details			
Location:			
Reason for Application:			
Closure Start Date:		End Date:	
Closure Time Start:		Time End:	
Application Requirements (copies must be submitted with application form)			
<input type="checkbox"/> Yes	<p>Public Liability Insurance Certificate of Currency with minimum \$10 million coverage - A permit cannot be issued without a copy of Public Liability Insurance (Certificate of Currency) to the value of minimum \$10m being provided. (Certificate of Currency must have Glenelg Shire Council listed as an interested party)</p>		
<input type="checkbox"/> Yes	<p>Traffic Management Plan (incorporating Job Site Risk Assessment) - The plan must show all safety measures for the management of traffic, cyclists and pedestrians (e.g. traffic controllers, signs, barricades, line markings), dimensions (e.g. area of use, area remaining, distance from any intersection etc.) and any obstructions (e.g. signs, trees, utility poles, etc.)</p> <p>The plan must be prepared by accredited (ticketed) personnel and be prepared in accordance with "AS1742.3 Traffic Control devices for works on roads" and the "Code of Practice – Worksite Safety Traffic Management."</p>		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Arterial Roads – If the closure involves an Arterial Road, consent is required from VicRoads. (Local roads are managed by Council; Arterial roads are under the control of VicRoads.) Additionally if a Major Traffic Control Item is to be utilised on an arterial road (e.g. a speed limit reduction or temporary traffic signals) a MOA from VicRoads must be obtained.</p>		

<input type="checkbox"/> Yes	Risk Management Plan A Risk Management Plan must be provided to satisfy Council's insurance purposes for all events held on Council owned or controlled land. A copy must be included with this application.
<input type="checkbox"/> Yes	Written Notification to affected Businesses/Residents/Public Transport Providers Written notification is required to affected Businesses, Residents and Public Transport providers. The notification must include: the name and phone number of the contact person on-site, any relevant site plan information and the length of time the disruption will take place. The notification must be issued to affected parties at least 7 business days prior to commencement of the closure. A copy of the notification must be included with this application.
<input type="checkbox"/> Yes	Public Notice to be lodged in Local Paper/s – a notice informing the general public of the closure must be placed in a weekly edition of the appropriate local newspaper/s each week for at least two weeks prior to the event.
<input type="checkbox"/> Yes	Emergency Services (Police, Fire Brigade, and Ambulance) Notification – The permit holder of all Road/Lane Closures must advise the Police, Fire Brigade and Ambulance in the relevant area where closures or detours are proposed, or significant delays are expected.

APPLICANT RESPONSIBILITIES:			
<ul style="list-style-type: none"> • Applications to be received 14 days prior to proposed installation dates. • Attached copy of Certificate of Currency for Public Liability Insurance minimum \$10,000,000 			
Delivery of permit: <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Collect in Person			
Applicant's Name:			
Signature (on behalf of the permit holder):		Date:	

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Glenelg Shire Council National Relay Service: 13 36 77	PO Box 152, PORTLAND VIC 3305 email: locallaws@glenelg.vic.gov.au	Phone: 1300 GLENELG (453 635) website: www.glenelg.vic.gov.au
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Terms and Conditions

16. The permit holder must hold a Certificate of Currency, with an indemnity limit of not less than \$10 million dollars, which provides coverage for the closure/events being undertaken.
17. The permit holder agrees to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.
18. The traffic management may only be undertaken on the **dates and times listed within this permit**. No restriction to traffic flow is permitted outside of this period without Council approval.
19. Where required approval for the closure and the use of any Major Traffic Control Items shall be obtained from VicRoads.
20. Written notification must be sent to all property occupiers affected by the closure at least 7 business days prior to the closure. Continued access shall be provided for all properties, unless alternative arrangements acceptable to the occupiers are made.
21. Public Notices informing the general public of the event should also appear in an edition of the appropriate local newspaper/s each week for at least two weeks prior to the event.
22. Any lawful directions of members of the Victoria Police, VicRoads and authorised Glenelg Shire Council Officers must be complied with at all times.
23. Traffic Management plans are to be prepared in accordance with “AS1742.3 Traffic Control devices for works on roads” and the “Code of Practice – Worksite Safety Traffic Management.” The set out of the traffic management may be adjusted to take into account on-site conditions.
24. The traffic management is to be conducted in a manner that minimises inconvenience to other road users. If traffic congestion becomes excessive at any time, the applicant must undertake measures to ease congestion.
25. Any support vehicle or equipment engaged in the works must occupy, restrict or otherwise affect the remaining traffic lanes.
26. No advertisement signs or placards shall be placed on or affixed to any structure, other than precautionary measures signage unless written approval is obtained from the relevant road authority. All traffic signals and signs in the vicinity shall be clearly visible to motorists and pedestrians at all times.
27. No damage is to be caused to any Council or other authority’s asset. The applicant shall be responsible for reinstating any Council assets that may be removed, modified or damaged to the satisfaction of, and at no cost to Glenelg Shire Council.
28. A copy of the Traffic Management Plan and the Road/Lane Closure permit must be kept on site and produced when requested by an authorised officer from any Government authority.

Permit Number: «Permit_Number»

Type of Permit: *Temporary Road/Lane Closure*

Date of Issue: «Permit_DateRecorded»

Date Effective from: «Permit_DateEffectiveFrom»

Date Effective to: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home	Business	Mobile
«Contact_HomePhone»	«Contact_WorkPhone»	«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018 Clause 4.30.

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name

<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- The event organisers agree to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.
- The event organisers must hold a Certificate of Currency, with an indemnity limit of not less than \$10 million dollars, that provides coverage for the events being undertaken
- The event organisers will be responsible for the notification and approval from emergency services (Police, CFA, Ambulance Victoria and SES) of the proposed traffic management plan.
- Any person who has a permit or written consent from Council to close a road must comply with all conditions and requirements applied to that permit or written consent.
- The approved location, time and nature of the event are not to be changed unless Council approval is obtained or directed by a member of the Victorian Police or Council's Local Laws Team Leader.
- Any traffic management measures (road closures, speed reductions, etc.) shall be in accordance with the Road Safety Act 1986 Section 99B, Road Safety (Traffic Management) Regulations 2009, Road Management Act 2004 Worksite Traffic Management – Code of Practice incorporating AS1742 Part 3, endorsed by VicRoads, Victoria Police and Glenelg Shire Council. All traffic management measures must be removed promptly at the conclusion of the event.
- VicRoads controlled roads require the permit holder to have obtained written approval from VicRoads and a copy of their approval to have been submitted to Council on application for a Temporary Road Closure Permit
- The event organisers erect and maintain the necessary signs to warn of the event and any detours. Detours must be clearly signed at each intersection or where directed by the Victorian Police or Glenelg Shire Council Officers or VicRoads Officers.
- The event organisers are required to have adequate marshals and management contingencies to control security, the safe operation of their event and the safe movement of vehicle and pedestrian traffic. All road marshals should be trained and briefed on their responsibilities. They are to be suitably identified and must wear high visibility clothing.
- The event organisers are to ensure that the Department of Transport, Planning and Local Infrastructure is notified (in writing) pursuant to Section 195 Transport (Compliance and Miscellaneous) Act 1983, if any public transport is to be significantly affected.
- If a bus route is affected, the approval of the appropriate bus company is required and the cost of any alternative arrangements will be the responsibility of the event organisers.
- The event organisers are required to have adequate car parking arrangements to deal with the expected number of vehicles attending the event and for those affected residents where access has been restricted.
- Council recommend that traffic control of mobile events such as fun runs, parades, processions and races are controlled through a reliance on trained flag marshals at each affected intersection rather than formal closures. This minimises the impact on residents and allows a steady flow of traffic immediately following the event in question.

CONDITIONS, RESTRICTIONS OR LIMITATIONS (continue)

- A Risk Management Plan must be provided to satisfy Council's insurance purposes for all events held on Council owned or controlled property.
- A detailed site plan must have been lodged and should show indoor/outdoor use, permanent structures, temporary structures, multiple boundaries, likely hazards, parking arrangements, emergency exits, access and facilities e.g. water, toilets, food preparation and waste removal. Site plans can form the basis of your Emergency Management Plan.
- An Emergency Management Plan must be provided to all event organisers and stakeholders involved in the event. Details should include:
 - a) Arrangements for on-site emergencies that may or may not require outside help
 - b) Arrangements to request further police and emergency services assistance personnel who can authorise evacuation
 - c) A site plan of the venue and all services
 - d) Emergency evacuation exits and assembly areas
 - e) Meeting points for emergency situations, the agreed permit areas and its surrounds must be left in a clean and tidy condition at the end of the activity.
- The event organisers are to have a communication plan that will provide adequate consultation with all owners and/or occupiers in the immediate vicinity including all the abutting property occupiers of the roads used for the event at least two weeks before the event. The Communication Plan must be implemented at least 2 weeks prior to the event. A Public Notice informing of the event must appear in the appropriate local newspapers each week for at least two weeks prior to the event.
- The event organisers agree that at the conclusion of the event, all displays and promotional material, rubbish and other material associated with the staging of the event are to be removed and the area left in a clean and tidy condition.
- All lawful instructions of Council's Local Laws Team Leader or deputy must be complied with.

SPECIAL CONDITIONS:

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

TEMPLATE FOR PUBLIC NOTICE FOR ROAD CLOSURE:

Public Notice Road Closure

In accordance with Clause 10 of Schedule 11 of the *Local Government Act 1989*, Council proposes to temporarily close the following roads for the purpose of "Insert Purpose":

- | | | | |
|----|--|--------------------------------|---------------|
| 1. | Name of Street and Town to be closed
reopened | Day & Date Closed (dd/mm/yyyy) | Time closed - |
| 2. | Name of Street and Town to be closed
reopened | Day & Date Closed (dd/mm/yyyy) | Time closed - |
| 3. | Name of Street and Town to be closed
reopened | Day & Date Closed (dd/mm/yyyy) | Time closed - |

eg: Percy Street between Henty and Julia Streets, Portland Saturday 28/04/2018 9am to 2pm

For any further details regarding the above please contact the Local Laws Unit on 03 5522 2208.

For insertion:

(Newspaper to be listed in)

(Issue date of Newspaper Advertisement)

eg: Portland Observer

Wednesday 11 April 2018

Friday 13 April 2018

- A non-refundable Application fee (as set by Council) applies to this permit.
- Fee is waived for Schools, Community Groups or not for profit organisations.
- The lodging of this application is not to be construed as permission for the activity noted in this application to be undertaken.
- Lodgement of an application does not automatically entitle a permit to be issued.
- Applicants must allow a minimum of 21 working days for processing of this application.
- An Authorised Officer of Council will inspect your proposed placement of signage.
- Council will advise you in writing of its decision to grant or not grant a permit.
- Permits are valid for the period specified within the permit.
- The permit will only cover the permit site listed. Further locations or changes require a new application.

If your application does not contain all of the information required, it will be returned to you for the provision of the relevant information

- School, Community Group, Not for Profit Fundraiser Business or Government Agency
- Other _____

Applicant Details			
Contact name:			
Organisation:			
ABN (if applicable):			
Business Address:	Street/Road Name:		
	Town:	Postcode:	
Phone:		Mobile:	
Email:			
Postal address: (if different from above)	Street/Road Name:		
	Town:	Postcode:	
Date of Event:			
Location of signs:	Street/Road Name:		
Start Time:		End Time:	
Location Details			
Business/Trading name:			
Property Address:			
Suburb:		Postcode:	
Glenelg Shire Council National Relay Service: 13 36 77		PO Box 152, PORTLAND VIC 3305 email: locallaws@glenelg.vic.gov.au	Phone: 1300 GLENELG (453 635) website: www.glenelg.vic.gov.au

Indemnity

In granting the permit, the permit holder agrees to indemnify the Council against all claims of any kind arising from any negligent act by either the applicant or the applicant's agents and users.

The applicant 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 applicant's use of the footpath and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant.

The applicant's liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, contributed to the loss of the liability.

Applicant Signature:		Date:	
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Applicant Checklist:

This checklist is provided to ensure that you have included all information that is required for processing your permit application in order to eliminate delays during processing.

- Completed Applicant details and Location details (page 1)
- Entered ALL details, including measurements of board, that you propose to place on Council Land (Page 1 of this application).
- Current Public Liability Certificate of Currency
 - for a minimum of at least \$10 million dollars
 - must cover permit duration.
- Completed site plan on the grid provided (Page 2 of this application form)
- Signed and dated Application Declaration (see below)

Applicant Declaration

I have fully completed the checklist provided above. I agree to comply with all of Council's requirements and conditions as specified on the permit and verify that the above information is true and correct.

Printed name of Applicant:	
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Applicant Signature:		Date:	
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The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Glenelg Shire Council
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305
email: enquiry@glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)
website: www.glenelg.vic.gov.au

Permit Number: «Permit_Number»

Type of Permit: Permit for Advertising Signage

Date of Issue: «Permit_DateRecorded»

Date Effective From: «Permit_DateEffectiveFrom»

Expiry Date: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home	Business	Mobile
«Contact_HomePhone»	«Contact_WorkPhone»	«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018 (Insert relevant Clause Number/s)

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name:

<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- The permit holder must hold Public Liability Insurance (Certificate of Currency) to the value of \$10m for the term of the permit (Certificate of Currency must have Glenelg Shire Council listed as an interested party);
- 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 applicant's use of Council managed land and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant;
- All signs **must** be professional in appearance;
- No sign is to be placed on any road, roundabout, traffic island, or where it creates a hazard to pedestrian or vehicle safety;
- Footpaths are to remain clear at all times;
- Signs must be removed immediately after the event;
- The Council owned or managed land must be reinstated to the same condition as it was prior to erection of the sign;
- "Corflute" style pointer boards or similar are not to be attached to Council controlled assets or placed on Council land;
- The permit holder will be responsible for any loss or damage to Council assets caused during the permit period;
- This permit is not transferable to another business or person;
- All lawful instructions of an Authorised Officer of Council must be complied with.

SPECIAL CONDITIONS:

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations

Club/Organisation Details			
Club/Organisation:			
Representative name:		Position:	
Postal Address:	Street/Road Name:		
	Town:	Postcode:	
Phone:		Mobile:	
Email:			

Hire Details			
Date Required from: <i>(Max. 4 weeks prior to event)</i>		Date to be removed:	
Event Name:			
Wording on Sign:			
Size of sign			

APPLICANT RESPONSIBILITIES:

- Applications to be received 14 days prior to proposed installation dates.
- Attached copy of Certificate of Currency for Public Liability Insurance minimum \$10,000,000

Yes (attached)

Delivery of permit: Post Email Collect in Person

In making this application, I declare that the particulars provided are true and correct and acknowledge that I have read, understand and agree to be bound by the conditions of permit.

Signature (on behalf of the permit holder):		Date:	
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Glenelg Shire Council	PO Box 152, PORTLAND VIC 3305	Phone: 1300 GLENELG (453 635)
National Relay Service: 13 36 77	email: locallaws@glenelg.vic.gov.au	website: www.glenelg.vic.gov.au

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TYPES OF SIGNS ALLOWED

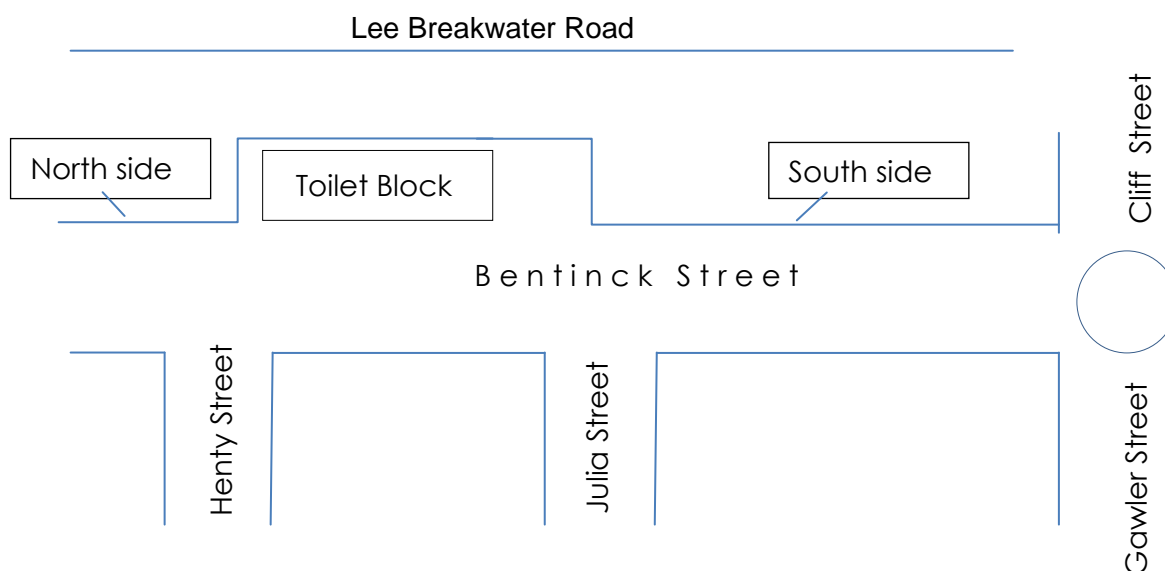
- All signs must be of a professional appearance in quality and design and appropriate for public display in the location.

PROHIBITED CONTENT

- Signs shall not contain content which may be considered :
 - racist; or
 - offensive; or
 - discriminatory; or
 - political in nature; or
 - material which may be a breach of privacy.

AFFIXING OF SIGNS

- Signs must be affixed to the fence using plastic electrical ties utilising metal eyelets built in to the sign.
- Signs may only be placed on the section of fence commencing on the north side of the public toilet block and finishing at the northern end of the fence. **(See diagram below)**
- The Organisation erecting and/or removing the sign must ensure that they do so in accordance with all risk management and occupational, health and safety requirements.



TIME FRAMES

- Signs may only be placed on fence for a maximum of four weeks prior to the advertised function or event.
- Signs must be removed within 48 hours of the conclusion of the advertised function or event.

PENALTIES

- Any sign erected on the fence:
 - without permission; or
 - otherwise contrary to this procedurewill be removed from the fence and impounded.
- Any sign left on fence longer than 48 hours after the conclusion of the advertised event will be impounded.
- The Local Laws Team Leader reserves the right to refuse permission to any Organisation where there has been a previous breach of this procedure.

APPROVALS

- You will be notified of approval upon processing of the application



Schedule 18A - Permit for sign to be placed on Bentinck Street Fence
General Local Law 2018 Clause 4.03 and Part 6

Permit Number: «Permit_Number»

Type of Permit: *Permit for sign to be placed on Bentinck Street Fence*

Date of Issue: «Permit_DateRecorded»

Date Effective From: «Permit_DateEffectiveFrom»

Expiry Date: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home	Business	Mobile
«Contact_HomePhone»	«Contact_WorkPhone»	«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018 Clause 4.03(d).

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

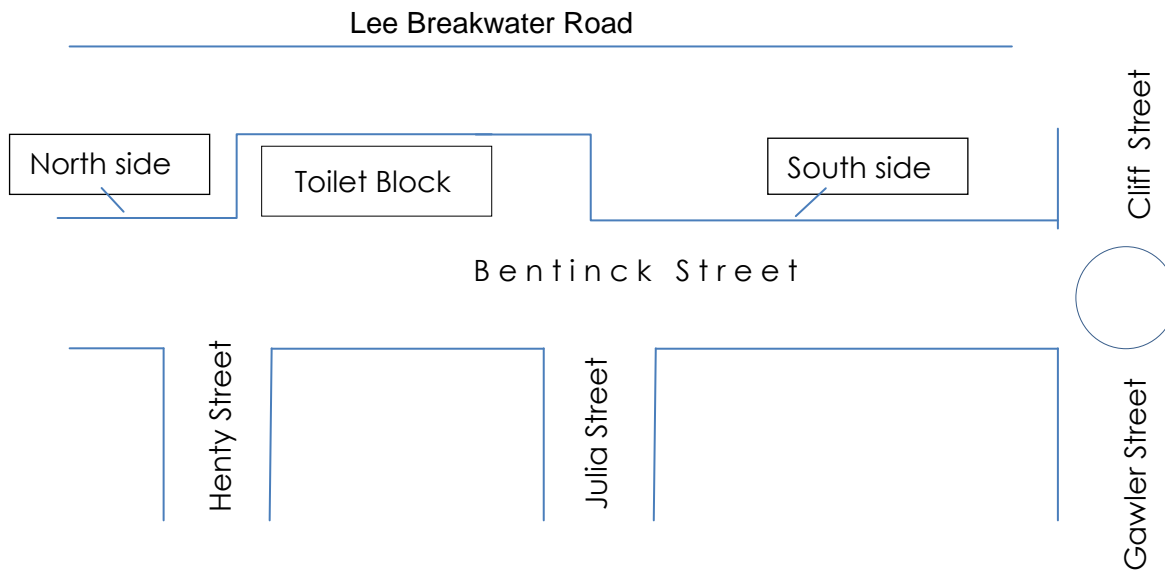
Name:

<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- The permit holder must hold a Certificate of Currency, with an indemnity limit of not less than \$10 million dollars, which provides coverage for the closure/events being undertaken.
- The permit holder agrees to indemnify and keep indemnified and to hold harmless 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 claimed against them or any of them arising out of, or in relation to the said closure of the road and subsequent use by the event organisers.
- All signs must be of a professional appearance in quality and design and appropriate for public display in the location.
- Signs greater than 2 metres in length are to have wind vents.
- Signs shall not contain content which may be considered :
 - racist; or
 - offensive; or
 - discriminatory; or
 - political in nature; or
 - material which may be a breach of privacy.
- Signs must be affixed to the fence using plastic electrical/cable ties utilising metal eyelets built in to the sign.
- Signs are to be placed on the allocated section of fence as advised.
(refer to diagram below)
- The Organisation erecting and/or removing the sign must ensure that they do so in accordance with all risk management and occupational, health and safety requirements.
- Signs may only be placed on fence for a maximum of four weeks prior to the advertised function or event.
- Signs must be removed within 48 hours of the conclusion of the advertised function or event.
- Any sign erected on the fence:
 - Without permission; or
 - otherwise contrary to this procedure
 - will be removed from the fence and impounded.
- Any sign left on fence longer than 48 hours after the conclusion of the advertised event will be impounded.
- The Local Laws Team Leader reserves the right to refuse permission to any Organisation where there has been a previous breach of this procedure.



SPECIAL CONDITIONS:

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

A permit is required before advertising signage can be placed on Council owned or managed land.

Applicant Details			
Contact name:			
Real Estate Agency:			
ABN:			
Business Address:	Street/Road Name:		
	Town:	Postcode:	
Phone:		Mobile:	
Email:			
Postal address: (if different from above)	Street/Road Name:		
	Town:	Postcode:	

Location Details			
Business/Trading name:			
Property Address:			
Suburb:		Postcode:	

Details of Advertising Board	
Measurements and description/wording on board:	
Wording on Sign:	
Measurements:	

Delivery of permit: <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Collect in Person
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Glenelg Shire Council National Relay Service: 13 36 77	PO Box 152, PORTLAND VIC 3305 email: locallaws@glenelg.vic.gov.au	Phone: 1300 GLENELG (453 635) website: www.glenelg.vic.gov.au
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Please provide a site plan of the proposed board placement below. Drawings must include the following measurements: location of the proposed; width of property, width of nature strip or road reserve; existing public infrastructure eg. Street signs, post boxes, and power poles.

Insurance

The permit holder must hold a certificate of currency for a public liability insurance policy of at least \$10,000,000 for the duration of the event.

Indemnity

In granting the permit, the permit holder agrees to indemnify the Council against all claims of any kind arising from any negligent act by either the applicant or the applicant’s agents and users.

The applicant 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 applicant’s use of the footpath and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant.

The applicant’s liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, contributed to the loss of the liability.

Applicant Signature:	Date:
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Applicant Checklist

This checklist is provided to ensure that you have included all information that is required for processing your permit application in order to eliminate delays during processing.

- Completed Applicant details and Location details (page 1)
- Entered ALL details, including measurements of board, that you propose to place on Council Land (Page 1 of this application).
- Current Public Liability Certificate of Currency
 - for a minimum of at least \$10 million dollars
 - noting Glenelg Shire Council as principal for its rights and interests.
- Completed site plan on the grid provided (Page 2 of this application form)
- Signed and dated Application Declaration (see below)

Applicant Declaration

I have fully completed the checklist provided above. I agree to comply with all of Council's requirements and conditions as specified on the permit and verify that the above information is true and correct.

Printed name of Applicant:	
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Applicant Signature:		Date:	
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Glenelg Shire Council
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305
email: locallaws@glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)
website: www.glenelg.vic.gov.au

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Permit Number: «Permit_Number»

Type of Permit: *Advertising Signage for Real Estate Agent*

Date of Issue: «Permit_DateRecorded»

Date Effective From: «Permit_DateEffectiveFrom»

Expiry Date: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home	Business	Mobile
«Contact_HomePhone»	«Contact_WorkPhone»	«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018 Clause 4.22

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name:

<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- All permits expire on 31 August each year;
- The Real Estate Agency must hold Public Liability Insurance (Certificate of Currency) to the value of \$10m for the term of the permit (Certificate of Currency must have Glenelg Shire Council listed as an interested party);
- The applicant 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 applicant's use Council managed land and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant;
- All signs **must** be professional in appearance;
- No sign is to be placed on any road, roundabout, traffic island, or where it creates a hazard to pedestrian or vehicle safety;
- Footpaths are to remain clear at all times;
- Signs are only to be in place during daylight hours;
- Signs may only be placed within two hours of the commencement of the activity;
- Signs must be removed within two hours of the activity ceasing;
- A maximum of 2 signs allowed per property;
- "Corflute" style pointer boards or similar are not to be attached to Council controlled assets or placed on Council land;
- The permit does not include the placement of a sign or goods outside the business address of the applicant;
- The permit holder will be responsible for any loss or damage to Council assets caused during the auction / open day viewing and will be responsible for the clearing of rubbish following the event;
- This permit is not transferable to another business or person;
- All lawful instructions of Council Local Laws Team Leader or deputy must be complied with;
- Renewal notices will be sent out yearly prior to the 31 August expiry date;
- Any permit not renewed within 14 days of the expiry date will be cancelled;
- A renewal permit will be issued within 14 days of receipt of a completed application and current public liability insurance details;

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

- A non-refundable Application fee of (as determined by Council) applies to this permit.
- Annual Expiry 31 August.
- The lodging of this application is not to be construed as permission for the activity noted in this application to be undertaken. Lodgement of an application does not automatically entitle a permit to be issued.
- Applicants must allow a minimum of 21 working days for processing of this application.
- Council will advise you in writing of its decision to grant or not grant a permit.
- Permits are valid for the period stated within the permit and are subject to compliance with the permit conditions.

If your application does not contain all of the information required, it will be returned to you for the provision of the relevant information

Applicant Details

Contact name:			
Real Estate Agency:			
ABN:			
Business Address:	Street/Road Name:		
	Town:		Postcode:
Phone:		Mobile:	
Email:			
Postal address: (if different from above)	Street/Road Name:		
	Town:		Postcode:
Delivery of permit: <input type="checkbox"/> Post <input type="checkbox"/> Email <input type="checkbox"/> Collect in Person			

Applicant Checklist:

This checklist is provided to ensure that you have included all information that is required for processing your permit application in order to eliminate delays during processing.

- Completed applicant details and payment of application fee
- Current Public Liability Certificate of Currency
 - for a minimum of at least \$10 million dollars
 - noting Glenelg Shire Council as principal for its rights and interests.
- Signed and dated application declaration (see below)

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Conditions

- All Real Estate Agents are required to obtain an annual permit for signs to be placed on Council owned or managed land. Footpaths are to remain clear at all times;
- All permits expire on 31 August each year;
- A permit will be issued upon receipt of completed application form, payment of application fee and copy of Public Liability Insurance (Certificate of Currency) to the value of \$10m (Certificate of Currency must have Glenelg Shire Council listed as an interested party);
- No sign is to be placed on any road, roundabout, traffic island, or where it creates a hazard to pedestrian or vehicle safety;
- Signs are only to be placed during daylight hours;
- Signs may only be placed within two hours of the commencement of the activity;
- Signs must be removed within two hours of the activity ceasing;
- A maximum of 2 signs per property;
- “Corflute” style pointer boards or similar are not to be attached to Council controlled assets or placed on Council land;
- The permit does not include the placement of a sign or goods outside the business address of the applicant;
- Failure to provide the required information may result in the application being returned and a delay in processing;
- Permits are not transferrable;
- Renewal notices will be sent out yearly prior to the 31 August expiry date.
- A permit will be issued within 14 days of receipt of a completed application and current public liability insurance details.
- Any permit not renewed within 14 days of the expiry date will be cancelled.

Indemnity

In granting the permit, the permit holder agrees to indemnify the Council against all claims of any kind arising from any negligent act by either the applicant or the applicant’s agents and users.

The applicant 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 applicant’s use of the footpath and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant.

The applicant’s liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, contributed to the loss of the liability.

Acknowledgment of Conditions and Indemnity

I have read and fully understand the conditions and indemnity clause for Real Estate Agent Auction/Open Day Viewing Signs

Name of Applicant			
Signature		Date:	

Glenelg Shire Council
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305
email: locallaws@glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)
website: www.glenelg.vic.gov.au

Permit Number: «Permit_Number»

Type of Permit: *Real Estate Auction/Open Day Viewing Signs*

Date of Issue: «Permit_DateRecorded»

Date Effective From: «Permit_DateEffectiveFrom»

Expiry Date: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home	Business	Mobile
«Contact_HomePhone»	«Contact_WorkPhone»	«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018 Clause 4.22

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name:

<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- All permits expire on 31 August each year;
- The Real Estate Agency must hold Public Liability Insurance (Certificate of Currency) to the value of \$10m for the term of the permit (Certificate of Currency must have Glenelg Shire Council listed as an interested party);
- The applicant 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 applicant's use Council managed land and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant;
- All signs **must** be professional in appearance;
- No sign is to be placed on any road, roundabout, traffic island, or where it creates a hazard to pedestrian or vehicle safety;
- Footpaths are to remain clear at all times;
- Signs are only to be in place during daylight hours;
- Signs may only be placed within two hours of the commencement of the activity;
- Signs must be removed within two hours of the activity ceasing;
- A maximum of 2 signs allowed per property;
- "Corflute" style pointer boards or similar are not to be attached to Council controlled assets or placed on Council land;
- The permit does not include the placement of a sign or goods outside the business address of the applicant;
- The permit holder will be responsible for any loss or damage to Council assets caused during the auction / open day viewing and will be responsible for the clearing of rubbish following the event;
- This permit is not transferable to another business or person;
- All lawful instructions of Council Local Laws Team Leader or deputy must be complied with;
- Renewal notices will be sent out yearly prior to the 31 August expiry date;
- Any permit not renewed within 14 days of the expiry date will be cancelled;
- A renewal permit will be issued within 14 days of receipt of a completed application and current public liability insurance details;

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations. «TableEnd:Permits»

- A non-refundable Application fee of (as determined by Council) applies to this permit.
- The lodging of this application is not to be construed as permission for the activity noted in this application to be undertaken. Lodgement of an application does not automatically entitle a permit to be issued.
- Applicants must allow a minimum of 21 working days for processing of this application.
- An Authorised Officer of Council will inspect your property to ensure it is suitable for the keeping of the number and type of animals you have applied to keep.
- Council will advise you in writing of its decision to grant or not grant a permit.
- Permits are valid from the date of issue and will be renewed annually on 1 July, subject to compliance with the permit conditions.
- The permit will only cover the animals listed. Further animals or changes require a new application.

If your application does not contain all of the information required, it will be returned to you for the provision of the relevant information

Applicant Details			
Applicant name:			
Club/organisation: (if applicable)			
Residential address:	Street/Road Name:		
	Town:		Postcode:
Phone:		Mobile:	
Email:			
Postal address: If different from above	Street/Road Name:		
	Town:		Postcode:
Reason for application: (refer to page 2)			

(Note: Excess animals, if 'breeding' or 'boarding' a Planning Permit may be required)

Property details: (address where animals/birds will be kept)	Street/Road Name:		
	Town:		Postcode:

(If the property is not owned by you written consent must be obtained from the property owner or their representative and must be attached to this application)

Glenelg Shire Council
National Relay Service: 13 36 77

PO Box 152, PORTLAND VIC 3305
email: locallaws@glenelg.vic.gov.au

Phone: 1300 GLENELG (453 635)
website: www.glenelg.vic.gov.au

PART 3 – ANIMALS (*General Local Law 2018*)

3.01 Keeping of Animals

A person who owns or who has control of an animal must not keep that animal in an urban area if that animal is considered a nuisance, offensive, a danger to health, or is not effectively controlled.

3.02 Keeping of Domestic Animals

An owner and occupier of land must comply with any adopted Council Domestic Animal Management Plan incorporated as a document into this Local Law.

3.03 Numbers of Animals

(1) Without a permit an occupier of land in any area designated by Council by resolution and described in Schedule 2 of the List of Schedules incorporated as a document to this Local Law must not keep more than:

- (a) 2 cats;
- (b) 2 dogs;
- (c) 10 pigeons;
- (d) 10 poultry;
- (e) 10 domestic mice;
- (f) 2 guinea pigs;
- (g) 2 domestic rabbits;
- (h) 6 rodents;
- (i) 6 reptiles; and
- (j) 30 small birds.

(2) Without a permit an occupier of land in any area designated by Council by resolution and described in Schedule 2 of the List of Schedules incorporated as a document to this Local Law must not keep any: (A permit for the following types of animals is required and Schedule 22 application form must be completed).

- (a) large birds including emus, ostriches and turkeys;
- (b) horses or donkeys;
- (c) cattle;
- (d) sheep;
- (e) goats;
- (f) pigs;
- (g) roosters;
- (h) camels; or
- (i) other agricultural animals.

(3) Without a permit an occupier of land in any area of the Municipality not being an area described in sub-clause 3.03(1) and sub-clause 3.03(2) must not keep more than 6 dogs or 6 cats or a combination of either cats or dogs not exceeding 6.

Details of Animals							
Type	Name	Breed	Colour	Tag No.	Microchip No.	Sex	Age

Additional Information Required	
Method and frequency of waste disposal:	
Type and location of food storage containers:	
The ability to control noise, odour and pests:	

(advise how you intend to eliminate the risk of public nuisance from issues such as noise, odour, pest control etc)

<p>Written consent from Neighbours (adjoining your property) following notification of activity:</p> <ul style="list-style-type: none"> • A petition or separate letter from each property owner/occupier including name and address is required to be included in the application. • A neighbour may wish to lodge an objection to the proposal and Council will take their objection into account in determining whether to issue a permit. • If this information is not included, Council will notify neighbours which will prolong the permit decision.

Provide a site plan below of the property indicating where the animals/birds are to be housed.

Description of structure/enclosure:

Provide a description of the structure or enclosure that will house the animals/birds: (Kennels, poultry houses must comply with the Local Law. A new building may require a Planning and or Building Permit)

I hereby apply to the Glenelg Shire Council for a permit to keep the type and number of animals/birds as specified in this application. I certify that the particulars supplied are true and correct.

Applicant Signature:		Date:	
Please return this form to:	Local Laws Unit Glenelg Shire Council PO Box 152 PORTLAND VIC 3305		

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Permit Number: «Permit_Number»

Type of Permit:

Date of Issue: «Permit_DateEffectiveFrom»

Expiry Date: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home	Business	Mobile
«Contact_HomePhone»	«Contact_WorkPhone»	«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018, (insert relevant clause number/s).

This permit is for the following animals:

Permit Fee: \$##.##

Date Paid:

Receipt No:

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name
<<Title of Authorised officer>>

Date

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- This permit expires 30 June each year
- This permit is not transferable to another business or person.
- The permit holder must re-apply for renewal should there be a change in the conditions, details or number of animals listed in the permit.
- The permit holder must reapply for renewal prior to 1 July each year.
- The permit holder must have written consent from the property owner/neighbours stating they have been consulted and their concerns/objections have been taken into consideration (*see letter template attached*).
- The permit holder disposes of all waste created by the animals in a suitable manner.
- Council reserves the right to cancel the permit should the animal/s become a nuisance, offensive or a danger to health, or are not effectively controlled.

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

«TableEnd:Permits»

- A non-refundable Application fee (as set by Council) applies to this permit.
- The lodging of this application is not to be construed as permission for the activity noted in this application to be undertaken. Lodgement of an application does not automatically entitle a permit to be issued.
- Applicants must allow a minimum of 21 working days for processing of this application.
- An Authorised Officer of Council will inspect your property to ensure it is suitable for the keeping of the number and type of other animal/s you have applied to keep.
- Council will advise you in writing of its decision to grant or not grant a permit.
- Permits are valid from the date of issue and will be renewed annually on 1 July, subject to compliance with the permit conditions.
- The permit will only cover the animals listed. Further animals or changes require a new application.

If your application does not contain all of the information required, it will be returned to you for the provision of the relevant information

Applicant Details			
Applicant name:			
Club/organisation: (if applicable)			
Residential address:		Street/Road Name:	
		Town:	Postcode:
Phone:		Mobile:	
Email:			
Postal address: If different from above		Street/Road Name:	
		Town:	Postcode:

Type of animal: (refer to page 2)	
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(Note: eg: Sheep, Goats, horses, large birds)

Property details: (address where animals/birds will be kept)	Street/Road Name:
	Town: Postcode:

(If the property is not owned by you written consent must be obtained from the property owner or their representative and must be attached to this application)

Glenelg Shire Council National Relay Service: 13 36 77	PO Box 152, PORTLAND VIC 3305 email: locallaws@glenelg.vic.gov.au	Phone: 1300 GLENELG (453 635) website: www.glenelg.vic.gov.au
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PART 3 – ANIMALS (*General Local Law 2018*)

3.01 Keeping of Animals

A person who owns or who has control of an animal must not keep that animal in an urban area if that animal is considered a nuisance, offensive, a danger to health, or is not effectively controlled.

3.02 Keeping of Domestic Animals

An owner and occupier of land must comply with any adopted Council Domestic Animal Management Plan incorporated as a document into this Local Law.

3.03 Numbers of Animals

(1) Without a permit an occupier of land in any area designated by Council by resolution and described in Schedule 2 of the List of Schedules incorporated as a document to this Local Law must not keep more than:

- (a) 2 cats;
- (b) 2 dogs;
- (c) 10 pigeons;
- (d) 10 poultry;
- (e) 10 domestic mice;
- (f) 2 guinea pigs;
- (g) 2 domestic rabbits;
- (h) 6 rodents;
- (i) 6 reptiles; and
- (j) 30 small birds.

(2) Without a permit an occupier of land in any area designated by Council by resolution and described in Schedule 2 of the List of Schedules incorporated as a document to this Local Law must not keep any:

- (a) large birds including emus, ostriches and turkeys;
- (b) horses or donkeys;
- (c) cattle;
- (d) sheep;
- (e) goats;
- (f) pigs;
- (g) roosters;
- (h) camels; or
- (i) other agricultural animals.

(3) Without a permit an occupier of land in any area of the Municipality not being an area described in sub-clause 3.03(1) and sub-clause 3.03(2) must not keep more than either 6 dogs and/or 6 cats or a combination of either cats or dogs not exceeding 6

Details of Other Animals

Type/Breed	Colour	Tag No. if possible	Number of Animals

Additional Information Required	
Method and frequency of waste disposal:	
Type and location of food storage containers:	
The ability to control noise, odour and pests:	

(advise how you intend to eliminate the risk of public nuisance from issues such as noise, odour, pest control etc)

<p>5. Written consent from Neighbours (adjoining your property) following notification of activity:</p> <ul style="list-style-type: none"> • A petition or separate letter from each property owner/occupier including name and address is required to be included in the application. • A neighbour may wish to lodge an objection to the proposal and Council will take their objection into account in determining whether to issue a permit. • If this information is not included, Council will notify neighbours which will prolong the permit decision.
--

Provide a site plan below of the property indicating where the animals are to be housed.

Description of structure/enclosure:

Provide a description of the structure or enclosure that will house the animals/birds: (Kennels, poultry houses must comply with the Local Law. A new building may require a Planning and or Building Permit)

I hereby apply to the Glenelg Shire Council for a permit to keep the type and number of animals as specified in this application. I certify that the particulars supplied are true and correct.

Applicant Signature:

Date:

Please return this form to:

Local Laws Unit
Glenelg Shire Council
PO Box 152
PORTLAND VIC 3305

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305.

Permit Number: «Permit_Number»

Type of Permit: «Permit_Type»

Date of Issue: «Permit_DateEffectiveFrom»

Expiry Date: «Permit_DateEffectiveTo»

Permit Site Address: «SiteAddress_FullAddress»

Name of Permit Holder: «Contact_Name»

Address of Permit Holder: «ContactPostalAddress_FullAddress»

Home	Business	Mobile
«Contact_HomePhone»	«Contact_WorkPhone»	«Contact_Mobile»

RELEVANT LAW

Glenelg Shire Council General Local Law 2018, Clause 3.03(2).

«Permit_Description»

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Print Name

<<Title of Authorised officer>>

Date **«Permit_DateRecorded»**

CONDITIONS, RESTRICTIONS OR LIMITATIONS

- The permit holder must have written consent from the property owner/neighbours stating they have been consulted and their concerns/objections have been taken into consideration.
- This permit is not transferable to another business or person.
- The permit holder must re-apply for renewal should there be a change in the conditions, details of the animals listed in the permit and upon expiry of the permit
- Council reserves the right to cancel the permit should the animal become a nuisance, offensive or a danger to health or is not effectively controlled.

SPECIAL CONDITIONS:

PRODUCTION OF PERMIT TO AN AUTHORISED OFFICER

It shall be a condition of this permit that the permit holder must produce this permit on demand, when such demand is made by an authorised officer.

FAILURE TO COMPLY WITH CONDITIONS, RESTRICTIONS OR LIMITATIONS

Failure to comply with any conditions, restrictions or limitations in respect of this permit will render the permit void and penalties can be applied for any failure to comply with any of the said conditions, restrictions or limitations.

NOTICE OF URGENT WORKS

NAME OF PERSON OR INCORPORATED BODY TO WHOM THIS NOTICE APPLIES		
ADDRESS	POST CODE	TELEPHONE NO.
		MOBILE NO

Please take note that you have been detected for an alleged breach of Clause _____ of Council's General Local Law 2018.

To rectify the breach you are required to carry out the following works or remedial action by _____:_____ AM/PM on ____/____/____.

WORKS OR REMEDIAL ACTION TO BE CARRIED OUT

.....

.....

.....

If you fail to carry out such works or remedial action as the case requires, Council will carry out repair works which are necessary to cause the immediate abatement or minimisation of the risk or danger and you will be charged for the cost of the works.

In addition if you fail to carry out such works or remedial action as the case requires you will be in breach of the relevant law and penalties, including the matter being referred to open court can apply.

You should contact _____ (Contact Officer) at the Casterton/Heywood or Portland Office (strike out which is not applicable) between the hours of _____ for any further information about this Notice.

Name of Authorised Officer: _____ Telephone: _____

Signature of Authorised Officer: _____ Notice Date: ____/____/____

Owner Details			
Owner Name:*			
Owner Address:*			
Phone:		Mobile:	
Email:			

Appointed Agent (Complete this section only if this application is being made on behalf of the owner)			
Name:*			
Address:*			
Phone:		Mobile:	
Email:			

Proposed Works Details			
Proposed Work Type:*(Tick applicable box)	<input type="checkbox"/> Building Construction <input type="checkbox"/> Demolition <input type="checkbox"/> Building Removal <input type="checkbox"/> Pool <input type="checkbox"/> Landscaping <input type="checkbox"/> Boundary Fencing <input type="checkbox"/> Excavation <input type="checkbox"/> Other		
	Description of Works:		
Building Permit ID No:		Estimated Value of Work:*	\$
Site Address:*			
Location of Vehicle Access to the Site:*			

Signature of Owner or Appointed Agent:*		Date:	
---	--	-------	--

NOTE: Appointed Agent means the person authorised in writing by an owner of a building or land to make an application, appeal, referral or representation on the Owner's behalf. (* Mandatory Field)

Glenelg Shire Council National Relay Service: 13 36 77	PO Box 152, PORTLAND VIC 3305 email: locallaws@glenelg.vic.gov.au	Phone: 1300 GLENELG (453 635) website: www.glenelg.vic.gov.au
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Schedule of Fees and Security Bond

Qualification for Asset Protection Permit - (fee set by Council per fees and charges schedule).

In accordance with Glenelg Shire General Local Law 2018 Part 5, an Asset Protection Permit is required prior to the commencement of any building works where there is potential to damage the public infrastructure assets, including but not limited to:

• Works over an easement	• Dwelling additions and alterations
• Building works	• Commercial/large scale developments
• Demolition works	• Re-blocking/re-stumping works
• Construction of swimming pools	• Front fence works
• Bulk rubbish container	• Use of cranes and scissor lifts on footpaths
• Removal of dwellings	• Stormwater/drainage connections

Council has introduced some exemptions in rural areas (i.e. Farming and Rural Zones) where there is little or no risk of damage to Council infrastructure. However, you will require an Asset Protection Permit if your property is located in the following planning scheme zones;

- . General Residential 1 Zone
- . Commercial 1 Zone and Commercial 2 Zone
- . Industrial 1 Zone, Industrial 2 Zone and Industrial 3 Zone
- . Township Zone where there is existing footpath or kerb and channel.

Qualification for Asset Protection Security Bond - (fee set by Council per fees and charges schedule).

As stated in the Glenelg Shire General Local Law 2018 Part 5 (6)a, the Security Bond is compulsory for:

- 1) Projects having a value of \$20,000 or more and
- 2) all projects involving the construction or removal of fencing on a boundary to a public place; demolition works; building removal; and excavation or construction of swimming pools.

An Asset Protection Permit and Damage Report will be issued on completion of a First Inspection by a Council Authorised Officer to determine existing damage. A Final Inspection will be conducted following a Building Surveyor issuing a Certificate of Final Inspection. The First Inspection Damage Report is the basis for determining the extent of subsequent damage to Council assets and infrastructure.

Prior Condition of Public Infrastructure Assets (Tick applicable box)

. Unknown: . No Prior Damage Exists: . Prior Damage Exists:(as described below)

Applicant to describe any prior damage to any of the public infrastructure assets within or adjacent to the land where the work is proposed:
(Attach photos if required)

The personal information requested on this form is being collected by the Glenelg Shire Council for municipal purposes as specified in the *Local Government Act 1989*. The Council will use this information only for the specific purpose of collection or for directly related purposes. The information will not be disclosed except as required or specifically authorised by law. You may request access to any personal information that Council may have collected about you. Also, you may request correction of your personal information if you can establish that it is not accurate or complete. Such requests should be directed to Council's Privacy Officer on telephone 03 5522 2305

Permit Number: «Register_SPPermitNo» **Date of Issue:** «Register_Datelssued»

Name: «PayingFee_Name»

Address: «PayingFee_AddressLine1»
«PayingFee_Suburb» «PayingFee_State» «PayingFee_Postcode»

Owner: «SiteAddress_Owners_Name»

Site Address: «SiteAddress_StreetNo» «SiteAddress_StreetName» «SiteAddress_Suburb»

Proposed Works: «Register_Description» **Cost of Works:** «CostOfWorks»

An inspection of Council infrastructure assets has been undertaken as a record of all existing damage at the proposed works location. If you believe there is additional damage not indicated on the enclosed Asset Damage Report please contact our Development Liaison Officer for clarification on 03 5522 2328.

In the event building work has commenced without an Asset Protection Permit, all damage to Council's infrastructure assets will be attributed to the building works and reinstatement will be the responsibility of the Owner or Builder, unless satisfactory evidence can be provided that indicates the damage was not caused as a result of the building works.

This Asset Protection Permit may be subject to such conditions as Council or the issuing authorised officer determines including requiring the payment of a security bond. The security Bond may be refunded to the person who lodged it, upon that person requesting that it be refunded and Council being satisfied that no damage has been caused, or that any damage caused has been repaired by, or on behalf of that person to Council's satisfaction.

A Notice to Comply may be served on the permit holder or person failing to comply with the provisions or a contravention of any conditions of a permit issued under this local law. Any person who fails to remedy a thing within the time specified in accordance with a Notice to Comply is guilty of an offence and Council may approve the carrying out of the work by another person or carry out the work itself and recover the cost of carrying out the work from the owner, builder, appointed agent or supplier.

Refer to the notes on reverse for more information regarding Asset Protection requirements.

ASSET PROTECTION PERMIT INFORMATION

1. This Asset Protection Permit is subject to the provisions of the Glenelg Shire Council General Local Law 2018 Part 5 - Protection of Council Assets and Control of Building Sites. The General Local Law 2018 is available on the Glenelg Shire Council website: www.glenelg.vic.gov.au
It is the Applicant/Owners responsibility to comply with the provisions of Glenelg Shire Council General Local Law 2018 Part 5.01 Asset Protection and 5.06 Environmental Protection.
Penalties may apply and reinstatement costs charged to any person who does not comply with the requirements of the Glenelg Shire Council General Local Law 2018.
 2. A security bond is required for projects having a value of \$20,000 or more, and all projects involving the construction or removal of fencing on a boundary to a public place, demolition, building removal, excavation or construction of swimming pools.
Projects having a value of less than \$20,000 that do not involve fencing on a boundary to a public place, demolition, building removal, excavation or construction of swimming pools are not subject to a security bond.
 3. Any damage to Public Infrastructure Assets attributed to the building works and not reinstated to Council's satisfaction on the completion of the building work, will be reinstated by Council and the cost incurred deducted from the bond. If the bond is insufficient to cover the cost of reinstatement the additional sum will be invoiced to the owner.
 4. The Asset Protection Permit may be subject to such conditions as Council, or the issuing Authorised Officer determines, including:
 - (a) requiring the payment of a security bond;
 - (b) requiring protection works to be done;
 - (c) requiring the erection of a temporary fencing to the satisfaction of an authorised officer;
 - (d) requiring that any or all damage to public infrastructure assets be repaired, replaced or re-installed within a specified time;
 - (e) requiring a temporary vehicle crossing to be installed to Council's specification before commencement of any building work or delivery of any materials to the land by a supplier.
 5. Regardless of whether a building permit has been issued, an owner, builder or appointed agent must:
 - (a) notify Council in writing, of any building work she or he proposes at least 7 days before the building work commences; and
 - (b) provide to Council written notice of any prior damage to any public infrastructure assets within or adjacent to the land where the building work proposed is to occur, at least 7 days prior to the commencement of the building or the delivery of any building equipment or building materials in connection with the building work.
 6. Permits shall not be valid until the prescribed fee and bond has been paid and the First Inspection approved by the Council Authorised Officer. Refer to Council adopted annual Fees and Charges for permit fee and security bond amount payable.
 7. Permits shall be valid for a period of 24 months from the date of issue. After that time a new application must be submitted and approval is then based on the regulations applying at the time.
 8. Permit applications may be obtained at all Glenelg Shire Customer Service Centres or on the Glenelg Shire Council website: www.glenelg.vic.gov.au
 9. General enquiries may be directed to the Development Liaison Officer on (03) 5522 2328.
-

ASSET PROTECTION DAMAGE REPORT

PERMIT NO: «Register_SPPermitNo» **DATE OF ISSUE:** «Register_DateIssued»

SITE ADDRESS: «SiteAddress_StreetNo» «SiteAddress_StreetName»
«SiteAddress_Suburb»

OWNER'S NAME: «SiteAddress_Owners_Name»

POSTAL ADDRESS: «SiteAddress_Owners_Address» «SiteAddress_Owners_Locality»
«SiteAddress_Owners_Postcode»

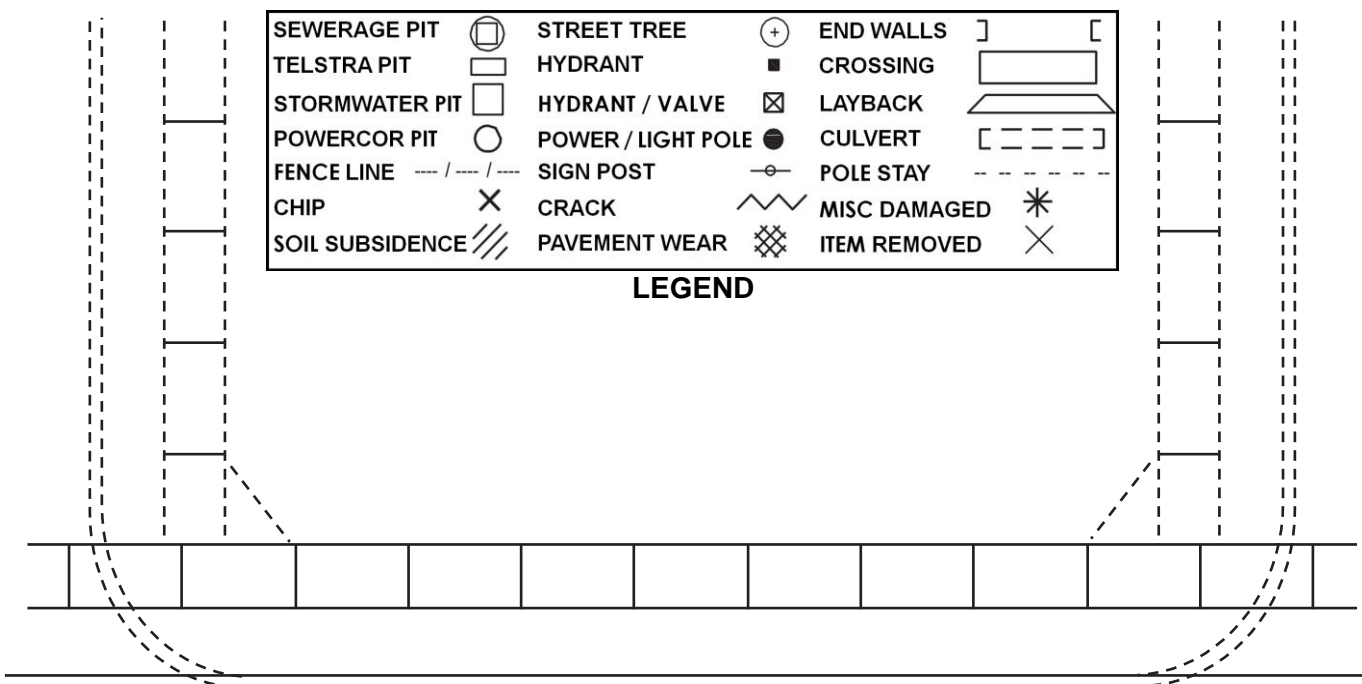
BUILDERS NAME: «Contact_Name» **TELEPHONE:**

POSTAL ADDRESS: «ContactPostalAddress_FullAddress»

PROPOSED WORKS: «Register_Description» **COST OF WORKS:** «CostOfWorks»

SEWERAGE PIT	⊙	STREET TREE	⊕	END WALLS] [
TELSTRA PIT	□	HYDRANT	■	CROSSING	▭
STORMWATER PIT	□	HYDRANT / VALVE	⊠	LAYBACK	▭
POWERCOR PIT	○	POWER / LIGHT POLE	●	CULVERT	[- - -]
FENCE LINE	- - - / - - - / - - -	SIGN POST	⊙	POLE STAY	- - - - -
CHIP	X	CRACK	~	MISC DAMAGED	*
SOIL SUBSIDENCE	///	PAVEMENT WEAR	⊠	ITEM REMOVED	X

LEGEND



INSPECTOR'S NAME:

SIGNATURE:

FIRST INSPECTION DATE:

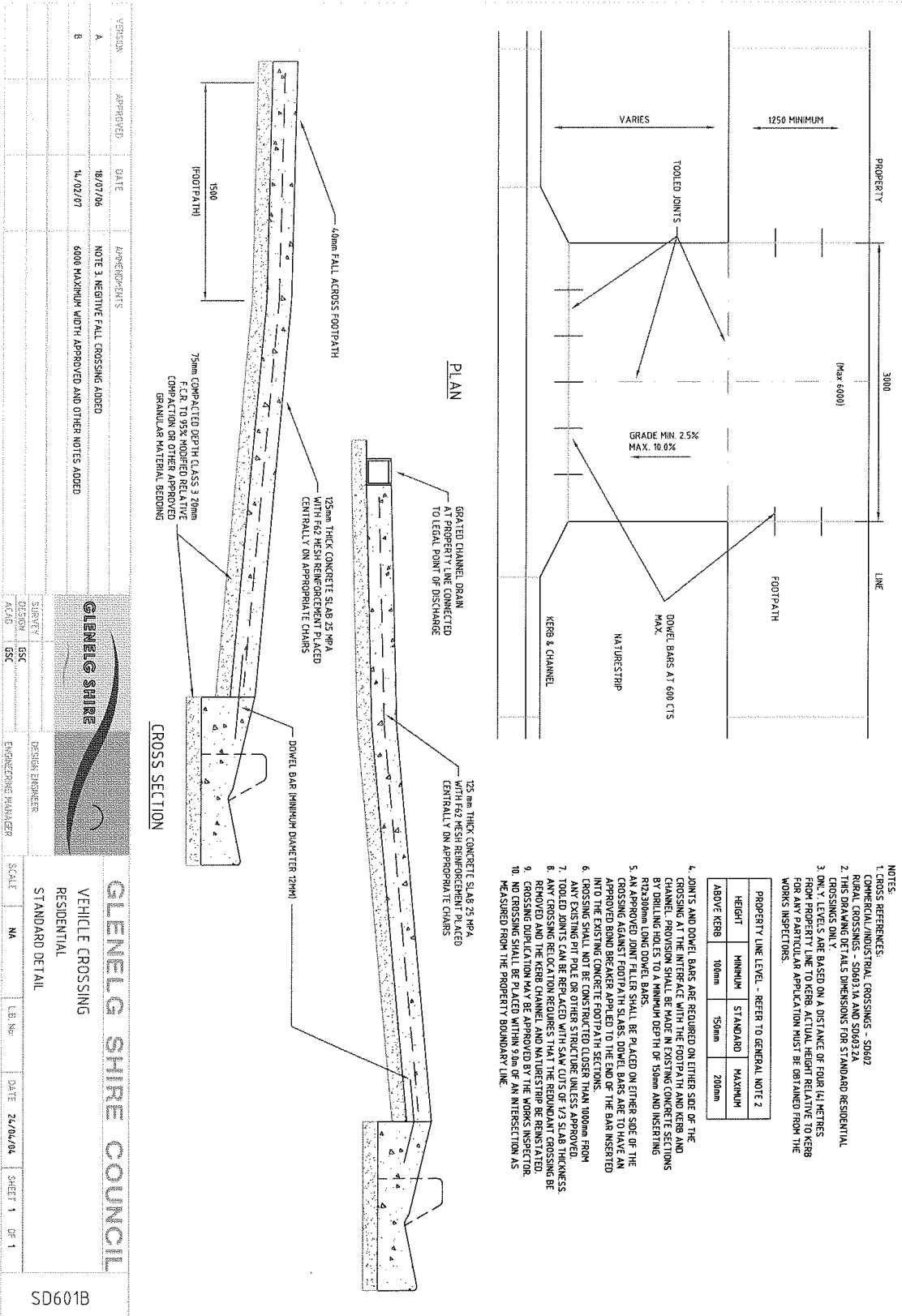
COMMENTS

INSPECTOR'S NAME:

SIGNATURE:

FINAL INSPECTION DATE:

COMMENTS



VERSION	APPROVED	DATE	AMENDMENTS
A		18/07/06	NOTE 3 NEGATIVE FALL CROSSING ADDED
B		14/02/07	6000 MAXIMUM WIDTH APPROVED AND OTHER NOTES ADDED

GLENELG SHIRE

DESIGN ENGINEER

ENGINEERING MANAGER

SCALE NA

DATE 24/04/04

SHEET 1 OF 1

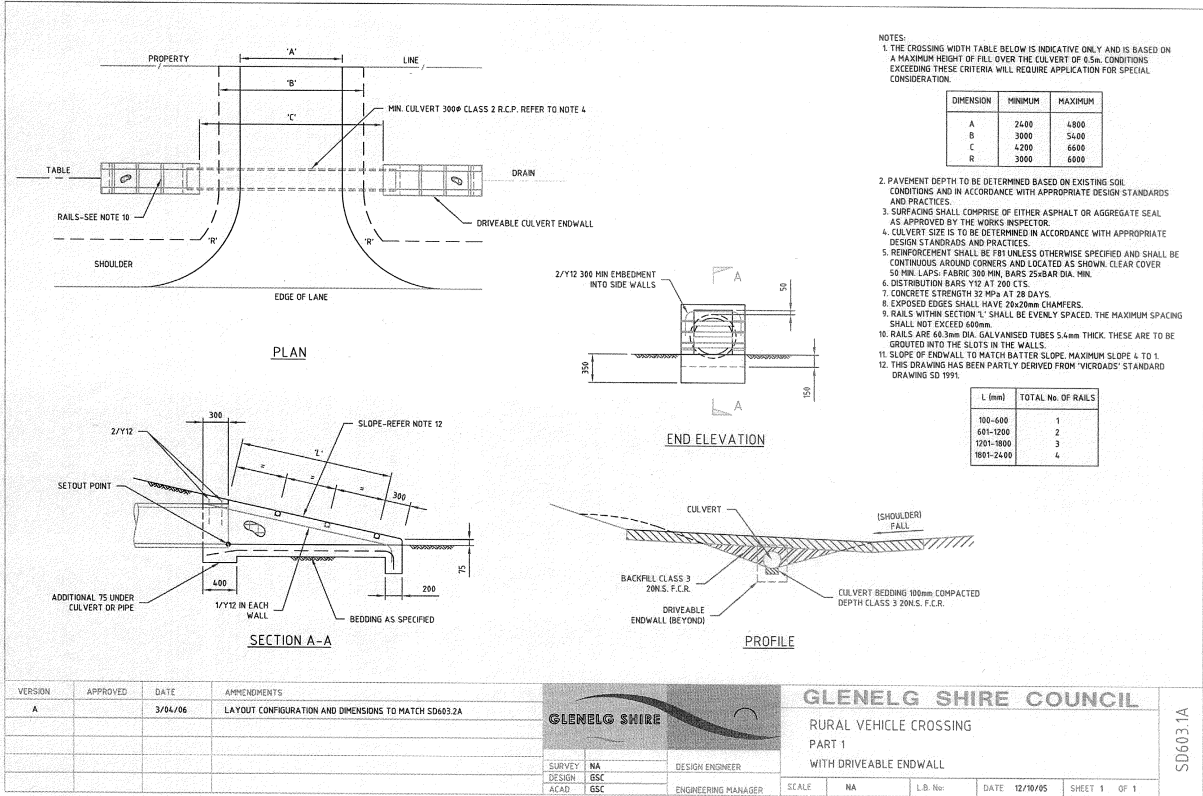
GLENELG SHIRE COUNCIL

VEHICLE CROSSING

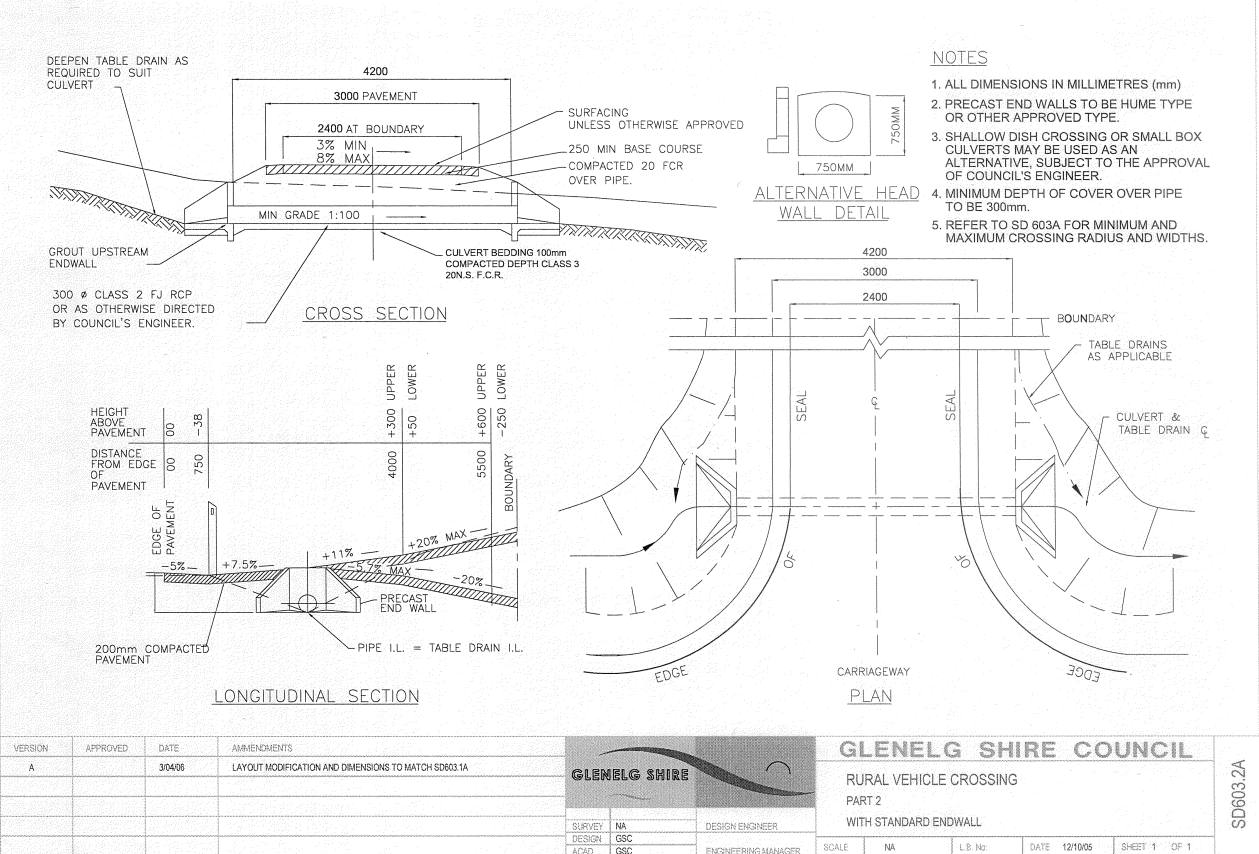
RESIDENTIAL

STANDARD DETAIL

SD601B



VERSION	APPROVED	DATE	AMMENDMENTS		GLENELG SHIRE COUNCIL RURAL VEHICLE CROSSING PART 1 WITH DRIVEABLE ENDWALL				SD603.1A
A		3/04/06	LAYOUT CONFIGURATION AND DIMENSIONS TO MATCH SD603.2A						
				SURVEY NA DESIGN GSC ACAD GSC	DESIGN ENGINEER ENGINEERING MANAGER	SCALE NA	L.B. No.	DATE 12/10/05	SHEET 1 OF 1



VERSION	APPROVED	DATE	AMMENDMENTS		GLENELG SHIRE COUNCIL RURAL VEHICLE CROSSING PART 2 WITH STANDARD ENDWALL				SD603.2A
A		3/04/06	LAYOUT MODIFICATION AND DIMENSIONS TO MATCH SD603.1A						
				SURVEY NA DESIGN GSC ACAD GSC	DESIGN ENGINEER ENGINEERING MANAGER	SCALE NA	L.B. No.	DATE 12/10/05	SHEET 1 OF 1

1. A person must not move livestock across and/or along a road to travel from one property being part of a single farming enterprise to another being part of the same farming enterprise or from one part of a property to another part of the same property unless:-
 - (a) in respect to any movement or part of any movement before daylight hours commence or after daylight hours end, suitable warning lights and signs conforming with "Manual for Traffic Control at Stock Crossings" prepared by Vic Roads (and amended from time to time) are in place.
 - (b) the length of travel on roads is minimised so far as is practicable;
 - (c) areas of high conservation significance are avoided or protected;
 - (d) the location of any road crossing is chosen having regard to the safety of all road users;
 - (e) any other stock crossing requirements of the Roads Corporation or the Council are met;
 - (f) there is compliance with any appropriate Code of Practice;
 - (g) the stock owner has a current public liability policy.
2. A person who is in charge of livestock being moved across or along a road must ensure that :-
 - (a) the livestock are supervised and under effective control of a person who is competent in the management of livestock; and
 - (b) except where paragraph (e) applies, signs conforming with "*Manual for Traffic Control at Stock Crossings*" prepared by Vic Roads and amended from time to time, are in place prepared by the Vic Roads are in place and removed or deactivated following completion of the movement; and
 - (c) subject to sub-clause (1), the livestock are not moved other than during daylight hours; and
 - (d) the livestock are moved promptly, to prevent unnecessary grazing of roads (*In the event of livestock being moved at a rate of less than 1 kilometre per hour, a grazing permit must be obtained.*); and
 - (e) if there are more than 52 movements of livestock during a 12 month period on any declared road or any other road specifically determined by Council, that a permanent stock crossing permit is applied for in terms of "*Manual for Traffic Control at Stock Crossings*" prepared by Vic Roads and amended from time to time, are in place relating to signage and lighting;
 - (f) if, due to the nature of the terrain, volume of traffic or visibility, drivers' vision may be restricted, additional warning is given to other road users;
 - (g) where livestock are to be moved across or along and across any road in fog or other than daylight hours, there is compliance with whichever of the livestock crossing "*Manual for Traffic Control at Stock Crossings*" prepared by Vic Roads and amended from time to time are in place as is appropriate to the circumstances of the crossing;
 - (h) any livestock deposits on any road pavement are removed as soon as is practicable; and
 - (i) the livestock are healthy and free of disease.

Before a permit can be issued the Council must ensure that:-

- a. the Applicant has completed an application form (Schedule 27A) as prescribed in the List of Schedules incorporated in the Local Law as amended from time to time;
- b. the Applicant has provided to Council a certificate of currency for a Public Liability Insurance policy with a minimum cover of \$10,000,000 in the name of the applicant with reference to droving of livestock on the roads or public places referred to in the application;
- c. the Applicant has provided a veterinary certificate advising that the livestock subject to the application comply with the Livestock Disease Control Act 1994;
- d. If the application for a "Droving of Livestock" permit refers to roads controlled by Vic Roads or public places controlled or managed by a Statutory Body, the Applicant must produce evidence in the Application that permission or a permit has been obtained from Vic Roads or the Statutory Body as the case requires. Such evidence must be in writing and be in the form of an official permit or written permission;
- e. the application is referred to the Department of Sustainability and Environment and to the appropriate Water Authority whose area of responsibility covers the proposed route, for their consideration. Council should take into account any suggestions put forward by the said departments when considering issue of a Permit.
- f. The Permit Holder shall provide "Give way to Stock" signage applicable to the section of the Road to which the permit applies in accordance with "*Manual for Traffic Control at Stock Crossings*" prepared by Vic Roads as amended from time to time, are in place as appropriate.

When issuing a "Droving of Livestock" Permit (Schedule 27B in the List of Schedules incorporated into the Local Law as amended from time to time) the Council may impose all or any of the following conditions, restrictions or limitations:

- a. a fee for the permit;
- b. levy a bond not exceeding \$1,000 which must be paid in cash, money order, bank cheque or by credit card and payable to the Council prior to any droving being undertaken. The bond, if levied, must be retained by the Council to cover any claims or damage to public or private property arising out of the droving of livestock by the Permit Holder.
- c. Livestock must at all times be under the control of at least one (1) person who is over the age of 18 years and who is experienced in the handling and management of livestock while stock are being driven under the permit.
- d. The Permit Holder or person in charge of the livestock must ensure that the Livestock do not graze and that the livestock be kept moving in one continuous forward movement for a minimum distance of 10 kilometres during day light hours.
- e. The Permit Holder or other person in charge of the livestock must not allow Livestock to be driven on any road between the hours of sunset and sunrise.

- f. The Permit Holder or the person in charge of the livestock being driven shall provide at least one motor vehicle with an operable and operating amber flashing light which shall be in attendance with the livestock at all times while livestock are being driven under the permit.
- g. The Permit Holder or the person in charge of the livestock listed in the permit must have the permit with him or her at all times whilst the Livestock is being driven in terms of the permit and shall produce such permit to an Authorised Officer upon being requested to do so.
- h. The Permit Holder must obtain a camping permit from the Council if the Permit Holder or any other person in charge of the Livestock camps or uses any form of vehicular accommodation during the term of the Permit.
- i. The Permit Holder must provide operable and operating electric fencing which will ensure that any livestock cannot enter the trafficable portion of the Road when the droving operation ceases for the particular day light hour period.

I, _____
(Name of Applicant)

of, _____
(Address)

wish to apply for a permit to drove livestock on specified roads

The relevant details are as follows:

Type of Livestock: _____

Number of Livestock: _____

Description and Identification _____
(brand etc.)

Owner of Livestock: _____

Address of Owner: _____

Person in Charge of Livestock: _____

Contact Phone Number Person in Charge _____

Proposed Point of Commencement: _____
(if relevant entry of municipal district)

Point of Destination: _____
(if relevant exit from municipality)

Date of Commencement: _____
(if relevant entry)

Date of Completion: _____
(if relevant exit)

Final Destination and Date _____

Signed _____ Date ____/____/____
(Owner)

Permit for Droving of Livestock

Droving Permit: «Permit_Number»

Date Effective from: «Permit_DateEffectiveFrom»

Date Effective to: «Permit_DateEffectiveTo»

PERSON TO WHOM ISSUED:

«Contact_Name» being the drover/person in charge of the Livestock specified in this permit.

PERMIT HEREBY GRANTED:

A permit under General Local Law 2018 of the Glenelg Shire Council to drove Livestock within the Municipal District by the streets, roads or public places named in this permit or marked as a route on the map annexed to this permit:

STREETS OR ROADS NAMED:

«Permit_Description»

LIVESTOCK TO WHICH THIS PERMIT RELATES:

«Permit_Dimension1Label»	«Permit_Dimension1Value»
«Permit_Dimension2Label»	«Permit_Dimension2Value»

Received the sum of \$ being the fee payable for the issue of this licence.

Receipt number:

SEE OVER FOR CONDITIONS APPLYING TO THIS PERMIT.

GLENELG SHIRE COUNCIL AUTHORISED OFFICER:

Signed.....

Name <<AUTHORISED OFFICER>>
 Position of Authorised Officer

Date: «Permit_DateRecorded»

GENERAL CONDITIONS, RESTRICTIONS OR LIMITATIONS

This permit is issued subject to the following conditions:-

1. The maximum number of livestock which may be driven through the Municipal District under this permit shall be that number approved by the Authorised Officer to ensure environmental and physical protection of roadsides and that the safety of road users is not compromised.
2. The livestock to which this permit relates shall be driven, on average, a distance of not less than 10 kilometres each day along the specified route or as otherwise directed by the Authorised Officer.
3. Livestock camped overnight must be enclosed by an operable and operating electric fence to the satisfaction of the Authorised Officer.
4. Livestock are not to be camped on an area where there is native vegetation.
5. Livestock are not to be driven between the hours Sunset and Sunrise.
6. The person in charge of the livestock shall properly dispose of the carcass of any livestock under his or her charge which die whilst within the Municipal District.

This permit ceases to operate when the livestock to which it refers reach their final destination or leave the Municipality of Glenelg or at sunset on ___/___/___ whichever comes first.

The person in charge of the livestock must make appropriate provisions for the feeding and watering of the stock on the route. Nothing in this permit gives authority for the permit holder to access any water body, river, stream or creek, without the written permission of the owner or manager of that water body, river, stream or creek.

Before a permit can be issued the Council must ensure that:

- a. the Applicant has completed an application form (Schedule 28A) as prescribed in the Local Law;
- b. the Applicant has provided to Council a certificate of currency for a Public Liability Insurance policy with a minimum cover of \$10,000,000 in the name of the applicant with reference to grazing of livestock on the roads or public places referred to in the application;
- c. the Applicant has provided to Council the names and areas of the proposed grazing roads or public places and with approval in writing from any other landowner whose land abuts the area proposed to be grazed;
- d. If the application for a "Grazing of Livestock on Roads or Public Places" permit refers to roads controlled by Vic Roads or public places controlled or managed by a Statutory Body, or roads that abut land managed by a Statutory Body, the Applicant must produce evidence in the Application that permission or a permit has been obtained from Vic Roads or the Statutory Body as the case requires. Such evidence must be in writing and be in the form of an official permit or written permission;
- e. The application is referred to the Department of Sustainability and Environment and to the appropriate Water Authority whose area of responsibility covers the proposed grazing area for their consideration. Council should take into account any suggestions put forward by the said departments when considering issue of a Permit.

When issuing a "Grazing of Livestock on Roads or Public Places" Permit (Schedule 28B) in the List of Schedules incorporated in the Local Law as amended from time to time) the Council may impose all or any of the following conditions, restrictions or limitations :-

- a. a fee for the permit;
- b. levy a bond not exceeding \$1,000 which must be paid in cash, money order, bank cheque or by credit card and payable to the Council prior to any grazing being undertaken. The bond, if levied, must be retained by the Council to cover any claims or damage to public or private property arising out of the grazing of livestock by the Permit Holder.
- c. The Permit Holder may be required to produce a certificate from a registered veterinarian certifying that the livestock to be grazed under the permit comply with the *Livestock Disease Control Act 1994*.
- d. Livestock must at all times be under the control of at least one (1) person who is over the age of 18 years and who is experienced in the handling and management of livestock while stock are being driven under the permit.
- e. The Permit Holder shall provide "Give way to Stock" signage at each boundary of the grazing area mentioned in the permit while stock are being grazed under the permit in accordance with "*Manual for Traffic Control at Stock Crossings*" prepared by Vic Roads are in place as appropriate.
- f. The Permit Holder shall provide at least one motor vehicle with an amber flashing light in working condition and the vehicle is to be on site at all times while stock are being grazed under the permit.

- g. The Permit Holder or the person in charge of the livestock grazing must have the permit with him or her at all times whilst the Livestock is grazing in terms of the permit and shall produce such permit to an Authorised Officer upon being requested to do so.
- h. The Permit Holder must provide operable and operating electric fencing throughout the Permit Grazing Area which will ensure that any livestock cannot enter the trafficable portion of the Road and which effectively contains livestock between the shoulder of the road and the abutting property fence.

Name of Applicant : _____

Address : _____

Telephone – (BH) _____ (AH) _____ (Mob) _____

Duration – Start Date ____/____/____ End Date ____/____/____

NB: Permits are only issued for a maximum 12 Months

Please describe exact location of grazing _____

Type of Livestock: _____ Number of Livestock: _____

Are the livestock in a fit and healthy condition? Yes No

Do the Livestock comply with the Livestock Disease Control Act 1994? Yes No

Applicant's Signature _____ Date ____/____/____

Checklist:

- Certificate of Currency Public Liability Insurance with Minimum Cover \$10,000,000.
- Site Plan
- Written approval from abutting landowners (if applicable)
- Written Approval of Vic Roads or other Authority (if applicable)
- Veterinary Certificate sighted (If Applicable)

Permit Number: «Permit_Number»

Person to Whom Issued: «Contact_Name» being the person in charge of the livestock specified in this permit.

Permit hereby granted:

A Permit under General Local Law 2018 of the Glenelg Shire Council to graze Livestock within the Municipal District on the roads or public places named in this permit.

Permit Start Date: «Permit_DateEffectiveFrom»

Permit End Date: «Permit_DateEffectiveTo»

Date of Issue: «Permit_DateRecorded»

Streets or Roads Named:

«Permit_Description»

Livestock to which this permit relates:

Livestock	Number of:
«Permit_Dimension1Label»	«Permit_Dimension1Value»
«Permit_Dimension2Label»	«Permit_Dimension2Value»
«Permit_Dimension3Label»	«Permit_Dimension3Value»

SEE OVER FOR CONDITIONS APPLYING TO THIS PERMIT.

Permit Issued on behalf of Glenelg Shire Council:

Signed.....

Name <<Authorised Officer>>
<<Title of Authorised officer>>

Date: «Permit_DateRecorded»

GENERAL CONDITIONS, RESTRICTIONS OR LIMITATIONS

This permit is issued subject to the following conditions:-

1. The maximum number of livestock which may be grazed under this permit shall be that number approved by the Authorised Officer to ensure environmental and physical protection of roadsides and that the safety of road users is not compromised.
2. Permit holder must provide a certificate of currency for a public liability insurance policy of at least \$10,000,000 prior to grazing.
3. Grazing on the road reserve or public place is only permitted during daylight hours.
4. Livestock are not to be grazed on an area where there is native vegetation.
5. Give way to Stock signs are to be displayed at either end of the area to be grazed to warn road users of the presence of stock. The signage must comply with "*Manual for Traffic Control at Stock Crossings*" prepared by Vic Roads and amended from time to time, are in place as appropriate.
6. Give way to stock signs are to be placed on the road shoulder each day prior to grazing and removed at the end of each day.
7. Grazing is restricted to that position of the road reserve which is within the limit of the owners boundary frontage, unless endorsed on the Grazing Permit after receipt in writing from the owner of other land adjacent to the area to be grazed.
8. Livestock must comply with the *Livestock Disease Control Act 1994*.
9. Stock must be under the direct supervision of at least one person over the age of 18 years and who is experienced in the control and management of livestock.
10. The person in charge of the livestock shall properly dispose of the carcass of any livestock under his or her charge which die whilst within the Municipal District
11. Failure to comply with any of the above conditions will result in the permit being cancelled.

At its meeting on < date to be inserted> Glenelg Shire Council resolved to make a resolution Schedule 29 pursuant to section 26(2) of the *Domestic Animals Act 1994*.

1. Revocation

All previous Resolutions made by Council under section 26 of the *Domestic Animal Act 1994* are revoked.

2. Dogs must be under effective control

A person in control of a dog in an **off leash** area shall ensure that at all times the dog is under effective control by:-

- a) remaining in effective voice or hand control of the dog and placing the dog on a chain, cord or leash if that becomes necessary; and
- b) not allow the dog to attack, rush at, or chase any person.

3. Prohibited Areas

- a) A dog must not enter or remain in a Prohibited Area
- b) The prohibition under sub-clause (1) applies in a Prohibited Area regardless of whether or not the dog is on a chain, cord or lease

4. Dog On-leash Areas

- a) Any person in control of a dog must ensure that at all times the dog is under control by means of a chain, cord or leash while the dog is on a road, street, or public place in those areas designated by Council by resolution to be dog **on leash** areas.
- b) Notwithstanding the provisions of sub-clause (1) this section will not apply to events conducted and organised by Portland Dog Obedience Club Inc, Casterton Kelpie Festival and Portland and District Kennel Club

5. Removal of dog excrement

- a) A person must not permit excrement of a dog under their care or control to remain on a road, Council land or a public place.
- b) A person who is in charge or control of a dog on a road, Council land or in a public place, must have in his or her possession a bag for the purpose of removing any excrement deposited by that dog from the road, Council land or public place.

6. Meaning of words in Schedule 29

On-leash areas	means any park or playground listed in this order
Owner	has the same meaning as in the <i>Domestic Animals Act 1994</i>
Prohibited Area	means:- Portland Foreshore Playground- All Municipal Places within the area bounded by a line commencing at the south west corner of Lee Breakwater Road and then extending in a north westerly direction along the western side of Lee Breakwater Road to the southern side of the Portland Yacht Club building and then extending in an easterly direction to the water edge, and then extending back in a south easterly direction following the waters edge to Trawler Wharf Road, and then in a westerly direction to the start at Lee Breakwater Road.
Public Place	has the meaning given to it in the <i>Summary Offences Act 1966</i> , and includes all streets, roads, footways, reserves, lanes parks, schools, public halls and markets.

Portland On-leash Areas

- Flinders Park
- Henty Park
- Yarraman Park
- Cavalier Park
- Hanlon Park
- Alexandra Park
- Nelson Park
- Friendly Society Reserve
- Dutton Bluff Playground
- Portland Foreshore Playground
- Ploughed Field Playground
- Rossdell Street Playground
- Nuns Beach- all municipal places within the area bounded by a line commencing at the carpark at southern end of Lee Breakwater Road where it joins the cliff edge then in a northerly direction along cliff edge to the point of a line drawn following the southern fence of the Portland Bay Holiday Park then in a easterly direction to the water's edge then in a southerly direction along the water's edge to Lee Breakwater then in a westerly direction back to the start Between 9.00am and 6.00pm from 1 December until midnight Easter Tuesday.

Heywood On-leash Areas

- Heywood Football Ground
- Apex Park

Casterton On-leash Areas

- Island Park

Merino On-Leash Areas

- Merino Showgrounds

At its meeting on < date to be inserted> Glenelg Shire Council resolved to make a resolution Schedule 30 pursuant to section 25(2) of the *Domestic Animals Act 1994*.

1. Revocation

All previous Resolutions made by Council under section 25 of the *Domestic Animal Act 1994* are revoked.

2. Cat curfew

In the Glenelg Shire Council cats must be confined to the owners property, either within the dwelling or within another escape proof structure between the hours of 7.00pm and 7.00am the following day.

3. Meaning of words in Schedule 30

Owner has the same meaning as in the *Domestic Animals Act 1994*

Structure means but is not limited to a cat enclosure, a converted shed or garage.