

## OVERVIEW

This form is to apply for a permit to perform any of the following on your nature strip or Council land:

- » Place a clothing bin/donation bin or shipping container
- » Conduct repairs or maintenance on a vehicle on public land
- » Busking (one off \$50 permit fee)
- » Alcohol in a public place (one off \$155 permit fee)
- » Temporary Accommodation on Council Land, Public Places, and Roads

This permit application applies to activities on Council land only, including land, roads, footpaths and nature strips. If you are unsure who owns the land, contact Council on 9705 5200.

## APPLICATION FEE

<b>Application Fee:</b>	\$155 (non-refundable)
<b>Shipping Container/Clothing Bin/Donation bin:</b>	\$360
<b>Caravan/Trailer/Boat/unroadworthy vehicle:</b>	\$155
<b>Repairs/Maintenance on a vehicle:</b>	\$155
<b>Busking:</b>	\$50
<b>Alcohol in a public place:</b>	\$155
<b>Temporary Accommodation:</b>	\$360

Application fee and permit fee are both payable at time of application. Permit fee will be refunded if your application is unsuccessful.

## PAYMENT METHODS



### Online

[www.casey.vic.gov.au/payments](http://www.casey.vic.gov.au/payments)



### By Phone

Visa And Mastercard payments only

Call 1300 665 200 to make your payment

### By Mail (cheque or Money Order only)

Send the payment slip with your cheque or Money order payable to 'City of Casey'

Mail to:

City of Casey  
PO Box 1000  
Narre Warren VIC 3805



### In Person

Bunjil Place  
2 Patrick Northeast Drive  
Narre Warren VIC 3805

Cranbourne Customer Service  
Shop 61, Cranbourne Park Shopping Centre  
Cranbourne VIC 3977

*Refer to the City of Casey website for opening hours*

### Contact the City of Casey:

**Web:** [casey.vic.gov.au](http://casey.vic.gov.au)  
**Email:** [caseycc@casey.vic.gov.au](mailto:caseycc@casey.vic.gov.au)  
**Phone:** 03 9705 5200  
**Post:** PO Box 1000, Narre Warren VIC 3805  
**NRS:** 133 677 (for the deaf, hearing or speech impaired)

### Customer Service Centres:

**Narre Warren:** Bunjil Place, Patrick Northeast Drive  
**Cranbourne:** Cranbourne Park Shopping Centre  
**ABN:** 43 320 295 742



## LODGEMENT



**EMAIL:**  
caseycc@casey.vic.gov.au



**IN PERSON:**

**Bunjil Place Customer Service**  
2 Patrick Northeast Drive, Narre Warren

**Cranbourne Customer Service**  
Shop 61, Cranbourne Park Shopping Centre



**MAIL:**  
City of Casey  
PO Box 1000,  
Narre Warren, VIC 3805

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## APPLICATION REQUIREMENTS

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

- Applications must be submitted at least 14 days before the requested permit date**
- Site plan**

You must provide a site plan. Photographs will assist us in assessing your application.

- A copy of your Public Liability Insurance policy for the following permit types:**

All applicants must hold the appropriate public liability insurance with a minimum coverage of \$20M.

### **Obligation to Insure**

*The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of Insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$20M (or more). The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Permit holder.*

### **COUNCILS INDEMNITY**

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

### **Contact the City of Casey:**

**Web:** casey.vic.gov.au  
**Email:** caseycc@casey.vic.gov.au  
**Phone:** 03 9705 5200  
**Post:** PO Box 1000, Narre Warren VIC 3805  
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### APPLICATION DECLARATION:

**By lodging this application, you declare that:**

- » The information provided in this application form and all attachments is true and correct. You understand it is an offence to provide false information and penalties apply.
- » If the permit is granted, you will comply with all permit conditions and the Casey Community Local Law 2025.

### PRIVACY STATEMENT:

I have read and agree to City of Casey’s Privacy Policy accessible at <https://www.casey.vic.gov.au/privacy>. We will only use the personal information provided by you for the purposes for which it was collected and any other authorised use. The information we collect may also be used for our planning and research purposes to improve the services to the community. We will never reveal personal information we collect to third parties unless disclosure is required or authorised by law. If you have any queries or need further information on privacy-related matters, please contact Council’s Privacy Officer.”

I consent that the City of Casey (“Council”) will collect my personal information, where Council believes it is reasonable to undertake functions for the use, disclosure, and operational requirements carried out by Council and/or including, but not limited to, third parties and other agencies. I understand and accept that Council is not liable for third-party disclosure, distribution, copying, or misuse of the information contained in this form.



**APPLICANT'S DETAILS:**

<b>1. Name of Applicant</b>	
Name:	ABN (if applicable):
<b>2. Authorised representative (the person who will oversee the activity)</b>	
Surname:	First Name:
Street address (PO boxes not accepted)	
Suburb:	Postcode:
Mobile:	Telephone:
Email:	

**PERMIT DETAILS:**

<b>If granted, how would you like to receive your permit?</b>	
<input type="checkbox"/> Email	<input type="checkbox"/> Post to registered business address
<b>Address where you propose to undertake the activity:</b>	
Suburb:	Postcode:
<b>What type of permit are you applying for? (choose all that apply)</b>	
<input type="checkbox"/>	Place a clothing bin or shipping container on road/nature strip (Complete sections 1 & 6)
<input type="checkbox"/>	Conduct repairs or maintenance on a vehicle on public land (Complete sections 2 & 6)
<input type="checkbox"/>	Conduct busking (Complete sections 3 & 6)
<input type="checkbox"/>	Alcohol in a public place (Complete sections 4 & 6)
<input type="checkbox"/>	Temporary Accommodation on Council Land, Public Places, and Roads (Complete sections 5 & 6)



**SECTION 1: CLOTHING BIN, SHIPPING CONTAINER, DONATION BIN, COMMERCIAL TRADE WASTE BIN ON A PUBLIC ROAD/NATURE STRIP**

Provide details of which bins/containers you wish to place on public land

Container Type	Number placed	Size	Proposed Location (e.g. road, nature strip)	Placement date	Removal date

What is the purpose for placing the bin or container?

**SECTION 2: CONDUCT REPAIRS OR MAINTENANCE ON A VEHICLE ON PUBLIC LAND**

Registration number	Type of vehicle	Length	Placement date	Removal date

What is the reason for repairing the vehicle on public land?

**SECTION 3: BUSKING**

What type of busking activity are you proposing to conduct? (Choose all that apply)

<input type="checkbox"/> Singing	<input type="checkbox"/>	<input type="checkbox"/> Music	<input type="checkbox"/> Painting/drawing etc
<input type="checkbox"/> Fire juggling	<input type="checkbox"/>	<input type="checkbox"/> Juggling/acrobat	
<input type="checkbox"/> Other (please specify)			

When are you proposing to conduct the busking?

Start Date	End Date	Days of the week	Start time	Finish time



**SECTION 4: CONSUME ALCOHOL IN PUBLIC PLACE**

**When are you proposing to consume the alcohol?**

Date	Start time	Finish time

**What is the reason for consuming the alcohol?**

**SECTION 5: RESIDE IN A TEMPORARY ACCOMMODATION**

**Type of temporary accommodation**

<input type="checkbox"/>	Caravan	<input type="checkbox"/>	Mobile Home
<input type="checkbox"/>	Moveable dwelling	<input type="checkbox"/>	Tent
<input type="checkbox"/>	Other (please specify)		

**When are you proposing to reside in the temporary accommodation?**

<b>Date from:</b>		<b>Date to:</b>	
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**What is the reason for residing in the temporary accommodation?**

**SECTION 6: SITE PLAN (All applicants must complete this section)**

A site plan **must be included**. This can either be a Google Image with notations per below or a site plan. Plans must include:

- » Street frontage
- » All houses/dwellings and garages on your property; and
- » Where the proposed use will take place.

Please use the following symbols when creating your site plan:

**Symbols**      House/Dwelling =       Garage =       Proposed use = 



## CREDIT CARD AUTHORISATION

### CARDHOLDER'S DECLARATION

I declare that I am the authorised cardholder of this credit card and understand it is an offence to provide false information and penalties apply.

CREDIT CARD DETAILS:	
<b>Type of credit card</b>	
<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
Name of Cardholder:	
Contact Phone (business hours):	
Card Number:	
Expiry Date:	CCV:
Amount (\$):	