

Public Land Use Permit

Casey Community Local Law 2018



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 or shipping container
- » Conduct a commercial activity in a municipal reserve
- » Store a caravan trailer, boat, unroadworthy vehicle
- » Conduct repairs or maintenance on a vehicle on public land
- » Obstruct a road
- » Fundraising/street collection
- » Busking
- » Consume alcohol in a public place.

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.

Fees

Application fee \$130.00 (non-refundable)

Permit Fee \$130.00

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

Contact



Phone

03 9705 5200



NRS

133 677

(for the deaf, hearing or speech impaired)



TIS

131 450

(Translating and Interpreting Service)



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[@CityOfCasey](https://twitter.com/CityOfCasey)

Lodgement



Email

caseycc@casey.vic.gov.au



Post

PO Box 1000
Narre Warren VIC 3805



In Person

Bunjil Place

2 Patrick Northeast Drive

Narre Warren

Open Hours: 10:00 am - 2:00 pm Mon - Fri

Cranbourne Customer Service

Shop 61, Cranbourne Park Shopping Centre

Open Hours: 10:00 am - 2:00 pm Mon - Fri

Offices not open on Public Holidays

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.

- Site plan.** You must provide a site plan per the instructions provided in section 9. Photographs will assist us in assessing your application.
- A copy of your Public Liability Insurance policy** for the following permit types:
 - » Place a clothing bin or shipping container;
 - » Conduct a commercial activity in a municipal reserve;
 - » Fundraising/street collection
 - » Busking

All applicants must hold the appropriate public liability insurance with a minimum coverage of \$10M.

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 \$10M (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.

- If applying to conduct fundraising, you may require registration as a fundraiser with Consumer Affairs Victoria. For more information go to www.consumer.vic.gov.au or call 1300 55 81 81.

Applicant 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 applying for a permit to conduct fundraising, I am exempt from the requirement to be registered as a fundraiser or I am registered as a fundraiser in accordance with the *Fundraising Act 1998* (Vic).
- » If the permit is granted, you will comply with all permit conditions and the City of Casey Community Local Law 2018.

Privacy Statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the City of Casey will only be used for the purpose outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website www.casey.vic.gov.au or by calling on 9705 5200.

Applicant's details

1. Are you an individual or a company/organisation?

Individual – Go to Question 3

Company – Go to Question 2

2. Name of company or organisation

Name

ABN

3. Authorised representative (the person who will oversee the activity)

Surname

First Name

Job role/title (if company or organisation)

Street address (PO boxes not accepted)

Suburb

Postcode

Telephone

Mobile

Email

Permit details

If granted, how would you like to receive your permit?

Email

Post to property address

Property name (if applicable)

Address where you propose to undertake the activity

Suburb

Postcode

What type of permit are you applying for? (choose all that apply)

Place a clothing bin or shipping container on road/nature strip (Complete sections 1 & 9)

Store or repair a vehicle, caravan or trailer on a public road (Complete sections 2 & 9)

Other obstruction to public road and/or nature strip (Complete sections 3 & 9)

Conduct a commercial activity in a municipal reserve (Complete sections 4 & 9)

Conduct fundraising/street collection (Complete sections 5 & 9)

Conduct busking (Complete sections 6 & 9)

Consume alcohol in a public place (Complete sections 7 & 9)

Other public land permit (Complete sections 8 & 9)

Section 1 – Clothing bin or shipping container 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
Clothing Bin					
Shipping Container					

What is the purpose for placing the bin or container?

Section 2 – Store or repair a vehicle, caravan or trailer on a public road

List all long/heavy vehicles to be kept at the property. If more than one long/heavy vehicle is to be kept, planning approval may be required.

Registration no.	Type of vehicle (e.g. truck, boat, trailer)	Length	Placement date	Removal date	Storing or repair

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

Section 3 – Other obstruction to public road and/or nature strip

When are you proposing to obstruct the road and/or nature strip?

Date from	Date to	What is the reason for obstructing the road and/or nature strip?

Section 4 – Conduct a commercial activity in a Municipal Reserve

What activity are you proposing to do in the Municipal Reserve?

When are you proposing to conduct the activity?

Period or date/s	Days of the week (e.g. Sunday)	Start time	Finish time

Section 5 – Fundraising

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

Sausage sizzle Raffle Tin/receptacle collection Products/merchandise
Sponsorship Other Please specify

When are you proposing to conduct the activity?

Period or date/s	Days of the week (e.g. Sunday)	Start time	Finish time

Are you registered as a fundraiser with Consumer Affairs Victoria?

No Yes Registration number

Section 6 – Busking

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

Singing Music Painting/drawing etc Fire juggling
Juggling/acrobat Other Please specify

When are you proposing to conduct the busking?

Period or date/s	Days of the week (e.g. Sunday)	Start time	Finish time

Section 7 – Consume alcohol in a public place

When are you proposing to consume the alcohol?

Period or date/s	Days of the week (e.g. Sunday)	Start time	Finish time

What is the reason for consuming the alcohol?

Section 8 – Other public land permit

What other public land permit are you applying for?

Activity type

When are you proposing to conduct the activity?



Date from Date to

Section 9 – 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 = 