

Report & Consent /Hoarding Permit

Regulation 116 of the Building Regulations 2018

LL 2025 – 37(8) Council Land and Nature Strips



Fee schedule valid until 30 June 2027

Please return to:- dispensations@casey.vic.gov.au

PROPERTY DETAILS	Street No.		Street/Road	
	Allotment No		City/Suburb	
Applicants Details				
Postal Address				Postcode
Contact Person			Telephone	
Relevant Building Surveyor (Only required for Report and Consent applications)			Practitioners No.	
Postal Address				Postcode
Contact Person			Telephone	
Details of Proposed Protection Precautions (Hoardings etc.)	Brief description (A separate plan to be attached (see item 4 on checklist))			
Duration of Time Public Protection/Precautions will be over the street alignment	From		To	
Signature of Applicant				Date ____ / ____ / ____
Public Liability Insurance Details	Amount of cover (Min \$20 million) _____			
Insurance Firm				

Please Tick

- BR 116 Protection of Public(Report & Consent)
- LL 2025 – 37(8) Council Land and Nature Strips

Location	Description	Area m2	Start Date	End Date

SIGNED:

DATE:

Privacy Statement

Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014* and used for the specified purpose. You can access your personal information by contacting Council's Privacy Officer on 9705 5200.

Document Checklist –

- Completed application form signed and dated.
- Certificate of Public Liability insurance having a minimum cover of \$20,000,000 which must be valid for duration of proposed works.
- Copy of a Traffic Management Plan (for redirection of pedestrian traffic) In accordance with AS1742.3-2009 by approved Traffic Engineer and prepared by a qualified person as required by the *Road Management Act 2004 and Road Safety Act 1986*.
- Detailed fully dimensioned plans containing the following
 - Site Plan nominating location of hoardings etc. with dimensions.
 - Location of kerbs, building line, nearest intersecting street, street furniture, signs, power poles, traffic lights, litter bins, bus stops, street trees etc.
 - Location of any hoisting zone.
 - Location of buildings on site i.e. existing to be retained or proposed buildings.
 - Details of type of hoarding proposed (i.e. sections, elevations, structural details).
 - These plans and covering letter must be signed by the relevant Building Surveyor indicating approval of the type and suitability of hoarding etc., proposed for the works to be undertaken on the site.
 - Signage and any safety measures (i.e. ramps for pedestrians) that will be used while the proposed work is carried out.
 - Signage advising pedestrians must be provided in accordance with AS 1742.3-2009 including:
 - Sign T8-1 PEDESTRIANS WATCH YOUR STEP.
 - Sign T8-2 PEDESTRIANS with direction arrows
- Detailed work method statement i.e. how and when will the construction be carried out (not a risk assessment statement) confirmation that no works will be conducted over footpath area.
- Engineers design documents/plans for proposed hoarding, scaffolding or gantry (i.e. section, elevations, standard details, fixing details, etc.) including a certificate of compliance design.
- Provide any relevant permits or licences, for 'No Go Zones' when occupying land near power lines.
- Provide VicRoads' Memorandum of Authorisation (MOA) when occupying part of a declared arterial road.
- Copy of the courtesy letter to be sent to neighbours affected by the works, including name and contact details of the site supervisor/builder in charge of the works, relevant traffic plans and length of works.
- Applications for Report and Consent are required to be accompanied with a written confirmation from the Relevant Building Surveyor confirming that they are satisfied with the location, type and method of safety and protection of the public. The written statement is required to be accompanied with the referenced plans that clearly show the location and type of proposed fencing/hoarding.

Application fee (Valid until 30 June 2026):

- For Report & Consent application a fee of \$343.70 applies.
- For Hoarding Permit applications a fee of \$10.00 per square metre (m²) per month with a minimum fee of \$900.00 applies.

Application Approval Time Frames:

Applications will be assessed within **14 working days** on receipt of a **complete application**