

Vehicle Crossing Permit Application Form

City of Casey Community Local Law 2025



For further information regarding the process:
Including requirements and responsibilities as a
property owner, concreter of appointed agent or to
apply for a permit online, please refer to Council's
website www.casey.vic.gov.au

Office use only	
Application ID:	Date payment received:
Receipt No:	Processed by:

SITE ADDRESS (LOCATION OF PROPOSED WORKS)

1. Please provide the address details of the proposed works location

Unit/Street number:	Lot number:
Street name:	
Suburb:	Postcode:

APPLICANT DETAILS

2. I am the: Owner ☐ Concreter ☐ Appointed Agent* ☐

3. If you are the: The Concreter or appointed agent? → **complete sections A and B**
The owner? → **complete section B**

*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 their behalf.

A) APPLICANT CONTACT DETAILS:

Business Name (if applicable):	ABN:
Given Name(s):	Surname:
Street address:	
Suburb:	Postcode:
Mobile number:	Email:

B) PROPERTY OWNER DETAILS:

Given Name(s):	Surname:
Street address:	
Suburb:	Postcode:
Mobile number:	Email:

NATURE OF BUILDING WORKS**4. Please select the type of planned building works:**☐ I would like a new Crossover☐ I would like to widen my existing Crossover☐ I would like an additional Crossover☐ I would like to perform maintenance to my existing Crossover☐ Crossover construction in relation to a Town Planning Permit*

*Note: Copy of both Town planning and Engineering endorsed plan documents are required to be submitted with your application.

Town planning permit number:

Approved engineering plan number DEng# or SEng#:

☐ Crossover construction in relation to a subdivision only

Approved engineering plan number DEng# or SEng#:

☐ I would like a Parking Bay on my nature strip*

*Note: An applicant approved to construct a parking bay is responsible for the full cost of construction.
Any parking bay approved to be constructed in any Council nature strip is available for any public use.

☐ I would like to construct a Temporary Vehicle Crossing

Is the temporary crossing in relation to an approved EMP? Provide plan number DEng# or SEng#:

APPLICATION CHECKLIST☐ Complete the permit application form☐ Copy of Town Planning Endorsed Plans☐ Copy of Engineering approved plans☐ Copy of approved EMP☐ Copy of plan or Sketch of proposed crossing*

*For applications not in relation to Engineering or planning approvals, please provide a sketch or photo of proposed works below;

FEES AND PAYMENT DETAILS

Permit fees will be invoiced to you upon approval of your application and are payable prior to issuing of the permit

The applicant (permit holder) is responsible for payment of the permit fee and any applicable tree related fees

Permit fee **\$364 (GST inc.)**

Tree Removal/Replacement fees (Where applicable will be nominated by Council Arborist)

Note: Trees are not permitted to be removed by any person other than a Council approved contractor. Where applicable, upon payment of nominated tree removal/replacement fee/s, the removal of tree/s will be completed within 10 working days from date of payment, no works are to commence prior to tree removal.

APPLICANT DECLARATION (please tick):

By lodging this application, you declare that:

- ☐ You are the property owner or you are authorised by the property owner to obtain this permit.
- ☐ You have read and understood once approved advice is provided, the permit fee and any tree related fees are required to be paid in order for a permit to be issued, no works can commence prior to permit issue.
- ☐ You understand it is a requirement that any person conducting works in any road reserve must have in operation a Traffic management plan in accordance with "Road Management Act 2004-Worksite Safety-Traffic management-Code of Practice"
- ☐ You understand it is a requirement that any person conducting works in any road reserve must have a minimum \$20 million Public Liability Insurance.
- ☐ You understand it is your responsibility to obtain permission regarding relocation/modification of any Public Utility assets affected by the proposed works. Any relocation/modification of any Public Utility assets are to be in accordance with the requirements of the affected Utility owner.
- ☐ You understand that any damage to Council's assets caused by you will require repair as directed by Council including, damage to the road and any other asset, reinstatement of the nature strip, removal of all boxing materials and excess concrete from the site upon completion of the works, if incomplete penalties may apply.
- ☐ You understand it is your responsibility to read, understand and comply with the permit conditions and standard drawings.
- ☐ 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.

Applicant Signature:

Date:

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 purposes outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au/council/your-council/privacy 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/council/contact/feedback-form or by calling on 9705 5200.

HOW TO LODGE AND PAY

- ✓ **By email** Complete and email this application form with any attachments (e.g. plans) to AssetPermitsConsent@casey.vic.gov.au.
- ✓ **By post** Complete and post this application form with any attachments (e.g. plans) **City of Casey, PO Box 1000, Narre Warren VIC 3805.**
- ✓ **In person** Complete application form with any attachments (e.g. plans) **Customer Service Bunjil Place, Patrick Northeast Drive Narre Warren**
Customer Service Centre Cranbourne Park Shopping Centre

WHAT HAPPENS NEXT?

1. When approved, you will be contacted by phone by the asset consent officer who will provide advice and update to your application.
2. Update and Advice will be provided within 28 working days of the application being submitted.
3. Where a fee is applicable, you will receive an invoice to pay which is valid for 90 days. Fees are payable prior to issuing of permit (fees are non-refundable and will not be refunded due to change of mind once permit issued)
4. Failure to pay the invoice of fees nominated within 90 working days will result in your application being cancelled.
5. The permit is valid for 12 months from date of issue.