

Application to Erect Hoardings over a Street Alignment

To: Municipal Building Surveyor

Property Details

Street No: _____ Street/Road: _____
Allotment No: _____ Suburb: _____ Postcode: _____

Applicant Details

Company Name: _____
Postal Address: _____
Suburb: _____ Postcode: _____
Contact Person: _____ Phone: _____
Email: _____

Relevant Building Surveyor

Name: _____ Practitioner's No: _____
Postal Address: _____
Suburb: _____ Postcode: _____
Contact Person: _____ Phone: _____

Details of proposed Protection Precautions (Hoarding)

Brief Description: *(a separate plan to be attached – see Note1)*

Duration of time Public Protection / Precautions will be over the Street Alignment

From: _____ To: _____

Public Liability Insurance Details

Insurance Company: _____
Amount of Cover: _____ *(minimum \$5 Mil)* Expiry Date: _____

Signature: _____ Date: _____

Notes:

1. Detailed plans (3 copies min) which must accompany this application and contain the following:
 - Location of hoardings etc. with dimensions,
 - Location of kerbs, building line, nearest intersecting street, street furniture, signs, power poles, traffic lights, litter bins, bus/tram 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 or a 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.
2. No hoardings etc. are to be erected until Council (through its delegate the Municipal Building Surveyor) has given its consent and report pursuant to Building Regulation 116(4).
3. The hoardings etc. must be approved by the relevant building surveyor before building works commence pursuant to Building Regulation 116(2).
4. Before and during the carrying out of building work all excavations must be fenced or otherwise guarded against being a danger to life or property pursuant to Building Regulation 116(3).
5. The prescribed fees must be paid prior to consent being granted.

Payment

Invoice will be emailed after application has been registered.











1. **Mail:** Post completed form with **cheque** to:
City of Greater Dandenong
PO BOX 200, Dandenong VIC 3175
2. **In Person:** Visit a City of Greater Dandenong customer service centre and hand in the completed form.
3. **Online:** Credit Card Payment - **MasterCard or Visa**
 - Go to: www.greaterdandenong.com
 - [Building Services](#)
 - Click - **Pay online**
 - Enter your **invoice number** and follow the prompts to make your payment.

Submit Application to:

Email:

building.services@cgd.vic.gov.au

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