



## Application and Agreement for a Permit to conduct an Activity or Work within a Council Street

**NOTE:** Any Activity or Work Permit granted through this application must comply with the *Burnie City Council Highways By-Law No 3 of 2013*

**Application for a Permit must:** *(please tick)*

- Be submitted to Council not less than ten (10) working days before the proposed Activity or Work is scheduled to commence.
- Address the General Terms and Conditions and the relevant Requirements, Guidelines and Conditions, available from Burnie City Council Customer Service or [www.burnie.net](http://www.burnie.net)
- Provide supporting information attached to the application form, as applicable.

**The following Information MUST be attached:** *(please tick)*

- A sketch plan illustrating location, detailing adjoining occupation, street furniture and utility installations.
- Public Liability Insurance Certificate of Currency.
- Pedestrian / Traffic Management Plan.

### 1. APPLICANT

<b>Contact Details</b>		<b>NOTE:</b> Correct identification is essential to acceptance of the application, please ensure ALL relevant details are completed, legibly and accurately	
<b>Name:</b>	<b>Residential or Mailing address:</b>		
<b>Phone:</b>			
<b>Email:</b>	<b>If not an Organisation:</b> (for Identification Purposes)	<b>Date of Birth:</b>	<b>Gender</b> <input type="checkbox"/> M <input type="checkbox"/> F
<b>Company / Association / or Government Body</b>			
<b>Name:</b>	<b>Mailing address:</b>		
<b>ABN:</b>			
<b>ACN:</b>	<b>Office Email:</b>		
<b>Incorporation Number:</b>			

### 2. DETAILS OF PROPOSED ACTIVITY OR WORK

<b>Address or Location:</b>	<b>NOTE:</b> A sketch plan illustrating location, detailing adjoining occupation, street furniture and utility installations <b>MUST</b> be attached.
<b>Proposed Date(s)</b> <b>FROM:</b> <b>TO:</b>	<b>Frequency and duration</b> <i>(as applicable):</i>

**Proposed Activity - Occupation of street, road, nature strip or footpath for:** *(please select)*

<input type="checkbox"/> Street Stall (Information/Promotion/Goods/Services)	<input type="checkbox"/> Works or maintenance (e.g. to adjacent property)
<input type="checkbox"/> Public Collection, Raffle or Fundraising	<input type="checkbox"/> Operation of plant, hoists and machines
<input type="checkbox"/> Street Advertising - Signs	<input type="checkbox"/> Erection of hoarding or scaffolding
<input type="checkbox"/> Performances & Announcements	<input type="checkbox"/> Placement of skips, freight containers or waste bins
<input type="checkbox"/> Livestock on a Council Road	<input type="checkbox"/> Constructing a Driveway or Crossing
	<input type="checkbox"/> Depositing of Materials in a Council Street

**Detailed description of proposed Activity or Work:** (Attach more detail as applicable):

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3. SUPPORTING INFORMATION	
<b>Public Liability Insurance</b>	Copy of Certificate of Currency <b>must</b> be supplied
<b>Adjoining owners/occupiers Consent</b>	<b>Must</b> be provided for information, promotion, public collections or performance and announcement activities
I/We, Being the owner or occupier of land or premises adjoining the location described in this application, hereby consent to the proposed activity.	
<b>Name:</b>	<b>Signature:</b>
<b>Business:</b>	<b>Date:</b>
<b>Traffic / Pedestrian Management Plan</b>	<b>Must</b> be supplied
<b>Prepared by:</b>	<b>Qualification Number:</b>
<b>Other supporting information:</b> (list all attached e.g. Activity Specific Risk Assessment, Site Specific SWMS)	

4. UNDERTAKING	
<p>I..... hereby make application for use of the above local highway under care control and management of the Burnie City Council, for the purpose and on the dates and times specified in this application. I acknowledge having received and read the General Terms and Conditions and the Requirements, Guidelines and Conditions relevant to this application and undertake to be bound by and comply with these terms and conditions and any other requirements as advised in the Permit. I further undertake to be responsible for ensuring that all individuals or groups using the highway in association with the Activity described in this application similarly comply with the terms and conditions.</p>	
<b>Applicant Name:</b>	<b>Applicant Signature:</b>
	<b>Date:</b>

PRIVACY STATEMENT
<ol style="list-style-type: none"> <li>1. Council is committed to upholding your right to privacy.</li> <li>2. Personal information collected by Burnie City Council is used in the provision of services.</li> <li>3. Information collected will be retained confidentially and disposed of in accordance with requirements of the <i>Personal Information Protection Act 2004</i>.</li> <li>4. You have the right to access your own personal information on request.</li> </ol>

COUNCIL USE ONLY				
Application Approved: <input type="checkbox"/> Y <input type="checkbox"/> N		Special Conditions - Refer to council correspondence dated:		
Signed By:		Signature:		
<b>Department</b>	<b>Notified:</b>	<b>Approved:</b>	<b>Date:</b>	<b>Permit Number:</b>
Land and Environment	<input type="checkbox"/>	<input type="checkbox"/>		
Works and Services	<input type="checkbox"/>	<input type="checkbox"/>		
Governance	<input type="checkbox"/>	<input type="checkbox"/>		
Site Audit				
Copy of Permit on site?	<input type="checkbox"/>	Date & Time:		
Compliant with all conditions of Permit Approval Letter?	<input type="checkbox"/>	Auditor:		
Corrective Actions Discussed? ( <i>List</i> )				