

Park Crossing Permit Application Form

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This Permit is for the use of anyone wishing to utilise Council land while undertaking private works.

Please note:

- This application should be completed by the Company /Resident or Authorised Property Caretaker overseeing the works.
- Council may restrict access times due to other demands/uses and/or seasonal uses.
- Please allow 14 working days for inspection and processing of this application.

Applicant Details

Business Name (if applicable) & Contact Name

Address

Telephone number

Email

Details of Works

Dates proposed for access to Council land (if known)

From

To

Address where works are occurring

Property Owner Name – if different from above

Property Owner Phone Number

Entry & Exit Point

Description of works

Specific type of vehicles/machinery involved in works (if known)

Please note - Frankston City Council recommends permit holders ensure contractors utilising heavy machinery in public spaces have Public Liability insurance.

Name of all Subcontractors undertaking works – if known and/or applicable

Building/Planning Permit granted for proposed works Y N

Proof of permit attached Y N

Council Property Details

Name/Description of Council Property to be crossed

Street Address of Council Property

Parks Crossing Permit Required

Please indicate the permit you require

Type	Application Fee	Bond	
Resident is undertaking the described works themselves.	\$100	\$500	Bond will be refunded upon satisfactory final inspections
Resident has engaged a Contractor to undertake the described works.	\$200	\$1000	Bond will be refunded upon satisfactory final inspections
Resident has engaged a Contractor to undertake the described works. Property owner has attached a copy of a valid Pension Concession Card.	\$100	\$500	Bond will be refunded upon satisfactory final inspections

Declaration

Please read all conditions of access on the back of this document carefully and sign the declaration below to indicate you understand and agree.

Applicant Name

Signature

Date

How to Submit & Pay

Please submit the completed form via email to parks@frankston.vic.gov.au and we will contact you for Permit Application payment via the listed phone number you have provided above.

OR

You may submit the form and complete payment in person via any Frankston City Council Service Centres listed below:

- Frankston City Council - Civic Centre at 30 Davey St Frankston
- Langwarrin Customer Service Centre at Shop 6, The Gateway, 230 Cranbourne-Frankston Road, Langwarrin
- Seaford Community Centre at 1/6 Broughton Street, Seaford

Conditions of Access

- Council reserves the right to cancel this Permit at any time if the Permit Conditions outlined on the are breached.
- The Park Crossing Permit must be on site at all times whilst works are undertaken.
- A site inspection of the reserve will be undertaken by a Council Officer before and after works. At the discretion of the Council Officer, the permit holder will be required to undertake any remedial works necessary. Where remedial works are not completed to Council satisfaction costs will be calculated at a schedule of rates and deducted from the Bond. Any remaining Bond will then be returned. If works exceed the Bond amount the permit holder will be requested to pay for any repairs that are required to return the property back to pre-works condition.
- Broken/damaged assets such as footpaths must be reinstated to council's specifications organised and paid for by the applicant.
- Permitted hours of access 6.00 am - 6.00 pm.
- Gate(s) must be locked at all times.
- No damage to any vegetation is permitted including, but not exclusively; scraping, debarking, broken limbs. No removal of any vegetation is permitted, inc grass.
- No storage of materials equipment on reserve.
- No parking vehicles on reserve other than to load and unload materials.
- Weight limits for vehicles - GVM 13,000kg (unless otherwise specified in permit conditions)
- Height limits for vehicles - 3.5 metres (unless otherwise specified in permit conditions)
- Council reserves the right to cancel works due to extreme weather and increased risk at any time.
- No works are to be carried out on council land. i.e no temporary work site to be set up on FCC land.
- No contractor or company signage or advertising to be displayed on or in the reserve.
- The reserve must be left in a clean and tidy condition. All waste or debris (including off-cuts) generated by your activity are to be removed from the reserve immediately.
- Bond will NOT be refunded if keys issued are not returned immediately upon completion of works.

Privacy notice

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.