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| **APPLICATION TO INSTALL A GATEWAY TO A RESERVE PERMIT – 2025/26** |

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| **Applicant Details** |
| Applicant’s Name |  |
| Postal Address |  |
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| Phone (mobile) |  | Phone (b/hours) |  |
| Email address |  |

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| **Land Owner Details (If different to the Applicant Details)** |
| Owner’s Name |  |
| Phone (mobile) |  | Phone (b/hours) |  |
| Email address |  |

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| **Park or Reserve Details** |
| Park or Reserve Name |  |

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| **Gate Details** |
| **The reason the gate is required.** |  |
| **Proposed gate installation date.** |  |
| **Proposed gate description e.g. metal/timber, colour, style, size.** |  |

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| **Documentation to be attached with the application form** |
| In order for this application to be considered you are required to provide copies of the following documents:* Current Certificate of Liability for a minimum of $20 million dollars (AU$20,000,000) cover where required (Obtain from insurer)
* Photographs of the proposed gate location from the park/reserve side of the fence showing surrounding vegetation.
* Written approval from the land/property owner to conduct the permit activities
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| **Cost of Permit** | Nil |

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The personal information on this form is being collected by Council to enable the processing of this application and for the purpose of administration of relevant Acts, Regulations and Local Laws. The personal information will be used by Council for that primary purpose or directly related purposes only. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments of the information.

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| **Permit Conditions** | * The permit holder must ensure that all the permit conditions are complied with at all times.
* The permit holder must provide evidence of $20 million of public liability insurance for the permit period.
* The permit is not transferrable:
	+ Permits are not to be photocopied or used by someone not named on the permit.
	+ Permits are not to be leased, sold or given away.
	+ No form of advertising of a permit for rent, lease, sale profit or other beneficial or fraudulent consideration of causing such an advertisement to be published is permitted.
* The permit is only valid for the stated period.
* The gate can only be a single pedestrian gate that will provide access for disability and accessibility to a park and where none of the following applies:
	+ Reasonable access is already available via street footpaths and public park entries.
	+ It opens on to sensitive parkland areas which would result in damage to environment.
	+ It opens onto or very close to a shared user path and may cause dangerous conflict with cyclists.
	+ It could be used for vehicle access.
	+ It opens onto an area subject to flooding.
* The permit holder may only install the access gate or structure so as to:
	+ Be in keeping with the boundary fence and not create an eyesore.
	+ Not become a hazard to passers by.
	+ Cause detriment to the Council reserve.
	+ Not interfere with or obstruct Council assets.
* At the conclusion of the permit period a new application form must be submitted.
* The permit must be produced for an Authorised Council Officer on request.
* The permit holder will comply with all directions by a member of Victoria Police or Authorised Council Officer, including a direction that the permitted activity cease and any installed gate be removed and the fence reinstated.
* Any other conditions related to the permitted activity.
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| **Breach of Permit Conditions** | * The permit may be cancelled.
* Penalties may be applied.
* Costs incurred by Council may be charged directly to the permit holder.
* Goods or equipment may be impounded.
* The permit-holder may be required to remove the gate or structure and the fence reinstated at the permit-holder's expense.
* Future permit applications may be declined.
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| **Council Considerations** | In deciding whether to grant a permit the Council will take into consideration:* Details supplied by the permit applicant.
* The suitability of the supporting documentation for this application.
* The applicant’s record in applying for similar permits and adherence to permit conditions.
* The effect on the quiet enjoyment of other users of the municipal place or road and the amenity of the area.
* Whether any undue obstruction will be caused to pedestrians or vehicle traffic in the area specified.
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| **How to submit your application?** | * Via email by sending to: customer.service@whitehorse.vic.gov.au
* Via mail by sending to:

Community Safety, Whitehorse City Council, Locked Bag 2, Nunawading Delivery Centre, VIC 3110* In person at one of the Whitehorse City Council Customer Service Centres

**Whitehorse Civic Centre**379 - 399 Whitehorse Road, Nunawading, 3131Phone 9262 6333**Box Hill Town Hall**1022 Whitehorse Road, Box Hill |
| **Response** | * Allow 10 business days.
* You will be notified in writing.

Note: The permit process may be delayed if the required documentation is not provided, is out of date or insufficient. |
| **Link to further information** | C:\Users\gast\Downloads\d709fc55e87cb2c6111599db278107e8.png<https://www.whitehorse.vic.gov.au/community-local-law>  |