

# General Local Law No. 1 Permit Application

## What you need to do for your application



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Supporting Documents

Please ensure you attach all supporting documents to your application.

### Fees Apply

Fees will be assessed based on your permit requirements.

An administration fee of **\$72.00** applies plus **\$42.00** per week for use of Council land (if applicable).

**An invoice will be raised on approval of application.**

### For Office Use Only

#### General Local Law No. 1 Section Details

Section:

Part:

Authorising Officer

### Collection of Information

Colac Otway Shire is committed to protecting your privacy. The personal information requested on this form is being collected by Colac Otway Shire for the purpose of issuing a permit for the reasons requested in the application form. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, then a permit will not be issued. If you wish to alter any of the personal information you have supplied to Colac Otway Shire, please contact Council via telephone on 5232 9400 or email [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au). Council's Privacy Policy is available from our website: [colacotway.vic.gov.au/Council-the-shire/Council-policies](http://colacotway.vic.gov.au/Council-the-shire/Council-policies) and all Council Customer Service Centres.

**NOT VALID UNTIL PERMIT IS ISSUED**

### Your Details

First name

Last name

Business or Organisation Name

Phone number

Email

Business or Organisation Address

Postal Address

Permit Start Date:

Permit End Date:

### Site Plan for Proposed Activity

This application must be accompanied by a detailed site plan noting the following information on your plan.

- A plan of the proposed site showing details of the permit request.
- The pedestrian thoroughfare.
- Location of any service pits and council litter bins.
- Council land or Reserve.

### Insurance Policy - Certificate of Currency

- Applicant's Public Liability Insurance Policy Certificate of Currency noting Colac Otway Shire as an interested party (with proof of a minimum \$20 million Public Liability Insurance coverage attached).

### Permit Information

Reason for permit

### Checklist

Please ensure you have:

- Completed all fields on this application form.
- Provided a copy of your site plan (if applicable)
- Provided a copy of your Certificate of Currency
- Provided any other documentation required for this application.
- Signed your application (below).

### Signature

Name

Signature

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

**NOT VALID UNTIL PERMIT IS ISSUED**