

# General Local Law Permits Application



This permit application relates to the following permit types, under Council's *General Local Law 2024*. **Please include the \$35.00 fee when submitting this application.**

**Please select the appropriate clause:**

Use of roads and municipal places

- Clause 10 – Damaging or defacing a municipal place**  
This is a permit to undertake an activity that will damage or deface Council property.
- Clause 11 – Tree protection in a municipal place**  
This is a permit to alter or remove a tree on Council property.
- Clause 13 – Obstructions in a municipal place**  
This is a permit to place something on Council land that will cause a physical or visual obstruction.

Vehicles

- Clause 20 – Storage of vehicles on roads**  
This is a permit to park a long or heavy vehicle on a Council road.
- Clause 24 – Riding horses in a municipal place**  
This is a permit to ride a horse in an otherwise prohibited Council area.

Alcohol and smoking

- Clause 25 – Possession and consumption of alcohol**  
This is a permit to possess and consume alcohol in an otherwise prohibited Council area.

Trading activities

- Clause 27 – Roadside performing**  
This is a permit to perform/busk on Council land (including footpaths).  
For a permit for roadside trading under the same clause, please see separate application form.
- Clause 31 – Collections**  
This is a permit to solicit, collect or distribute on roads, Council land or door to door.

Your property

**Clause 37 – Heavy and long vehicles on private property**

This is a permit to keep a heavy or long vehicle on private property.

**Clause 38 – Use of recreational vehicles on private property**

This is a permit to use a motorcycle or recreational vehicle on private property that is less than two hectares.

Open air burning

**Clause 48 – Restrictions on burning in the open air – municipal places**

This is a permit to light a fire on Council land.

*For a permit to burn on private property under 2ha, please see separate application form.*

**ALL APPLICANTS MUST COMPLETE QUESTIONS 1 to 4:**

**1. APPLICANT DETAILS**

Full Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. LOCATION DETAILS**

If this is a permit application for an activity on private property, what is the address?

\_\_\_\_\_

Are you the property owner?  Yes  No

*If you are not the property owner, signed consent from each property owner as listed on the rates notice must be attached to this application.*

If this is a permit application for an activity on Council land (including footpaths), please provide the address of the land, or a thorough description of the area you wish to use:

\_\_\_\_\_

\_\_\_\_\_

### 3. SITE PLAN

Please use this section to outline the area you wish to use, including all roads, intersections, parking restrictions, permanent infrastructure and any other relevant details. Ensure to include accurate measurements.

*You can also attach photographs to support your application.*

### 4. INSURANCE

A Certificate of Currency must be provided with all applications for activities on Council land, including roads, road reserves, parks and footpaths, including:

- Public liability cover with a minimum of \$20,000,000.00, and
- South Gippsland Shire Council to be listed as an interested party.

Proof of insurance is attached

## 5. DETAILS OF APPLICATION

Please complete the following section relevant to the permit type you are applying for:

### A. Clause 10 – Damaging or defacing a municipal place

What is the activity you wish to undertake?

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Detail the extent of the damage that will occur to the property:

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How will you repair or reinstate the property to its original, or better, condition at the completion of the activity?

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### B. Clause 11 – Tree protection in a municipal place

How many trees do you wish to destroy, damage or remove? \_\_\_\_\_

Species of trees to be destroyed, damaged or removed?

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What is the reason you wish to destroy, damage or remove the tree/s?

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Is there a risk to community safety? \_\_\_\_\_

### C. Clause 13 – Obstructions in a municipal place

I wish to place on Council land, a:

- |                                             |                                                          |
|---------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Skip bin           | <input type="checkbox"/> Clothing/donation bin           |
| <input type="checkbox"/> Shipping container | <input type="checkbox"/> Animal fodder (e.g., hay bales) |
| <input type="checkbox"/> Other: _____       |                                                          |

Length of time you wish to use the land for storage:

*The default is 12 months, which is also the maximum*

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**D. Clause 20 – Storage of vehicles on roads**

Description of vehicle you wish to store on the road:

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Length of vehicle you wish to store on the road:

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Gross Vehicle Mass of vehicle you wish to store on the road

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Registration of vehicle you wish to store on the road:

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Length of time you wish to park the vehicle on the road (default is 12 months, which is the maximum):

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**E. Clause 24 – Riding horses in a municipal place**

Length of time you wish for the permit:

*The default is 12 months, which is also the maximum*

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Proposed schedule for riding, showing length of each activity:

Day	Sun	Mon	Tues	Wed	Thu	Fri	Sat
AM							
PM							

**F. Clause 25 Possession and consumption of alcohol**

Length of time you wish for the permit:

*The default is 12 months, which is also the maximum*

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Proposed schedule for consuming alcohol, showing length of each activity:

Day	Sun	Mon	Tues	Wed	Thu	Fri	Sat
AM							
PM							

## G. Clause 27 – Roadside performing

Length of time you wish for the permit:

*The default is 12 months, which is also the maximum*

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Details of the performance (instrument, style):

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Proposed schedule for consuming alcohol, showing length of each activity:

Day	Sun	Mon	Tues	Wed	Thu	Fri	Sat
AM							
PM							

*You must provide written consent from each business you intend to perform in front of.*

## H. Clause 31 – Collections

Are you a registered not-for-profit or charity organisation? Yes  No

*Proof of status must be attached*

Dates of collection activities \_\_\_\_\_

Times of collection activities \_\_\_\_\_

Will you be selling food? Yes  No

Any activities that include the selling of food, will require registration with [FoodTrader](#).

I wish to:

- Collect money
- Solicit: \_\_\_\_\_
- Collect items: \_\_\_\_\_
- Collect subscriptions: \_\_\_\_\_
- Distribute products or materials: \_\_\_\_\_

Details of the organisation you are collecting for or promoting:

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For raffles, VGCCC declaration number and expiry: \_\_\_\_\_

*You must include a letter from the organisation you are collecting for, confirming authorisation for the activity.*

**I. Clause 37 – Heavy and long vehicles on private property**

Description of vehicle you wish to store on the property:

\_\_\_\_\_

Length of vehicle you wish to store on the property: \_\_\_\_\_

Gross Vehicle Mass of vehicle you wish to store on the property: \_\_\_\_\_

Registration of vehicle you wish to store on the property: \_\_\_\_\_

Length of time you wish to park the vehicle on the property:

*The default is 12 months, which is also the maximum*

\_\_\_\_\_

**J. Clause 38 – Use of recreational vehicles on private property**

Number and description of vehicles to be used for recreational riding or driving:

\_\_\_\_\_

Number of people to be riding at any one time: \_\_\_\_\_

Proposed schedule for riding, showing length of activity:

Day	Sun	Mon	Tues	Wed	Thu	Fri	Sat
AM							
PM							

Length of time you wish to ride or drive the vehicles on the property:

*The default is 12 months, which is also the maximum*

\_\_\_\_\_

*You must include consent for the proposed riding schedule from any affected neighbours.*

**K. Clause 48 – Restrictions on burning in the open air – municipal places**

Purpose of fire:

\_\_\_\_\_

Materials to be burnt: \_\_\_\_\_

Receptacle the fire will be contained in: \_\_\_\_\_

Size of the fire: \_\_\_\_\_

Size of the fire: \_\_\_\_\_

Number of people who will be in attendance: \_\_\_\_\_

Ages of people who will be in attendance: \_\_\_\_\_

How will the fire be restricted from being accessed by other people?

\_\_\_\_\_

Length of time the fire will be alight: \_\_\_\_\_

How will you extinguish the fire?

\_\_\_\_\_

## 6. DECLARATION

I confirm that all information I have provided is true and correct.

I confirm that I have read and understand the relevant clauses of the *General Local Law 2024*.

I understand that inspections may be undertaken by the Community Safety team prior to the issuing of a permit, as well as periodically during the life of the permit to ensure ongoing compliance.

I understand that, if approved, the applicable fees will need to be paid before the permit is issued.

I understand that any permit may be revoked if non-compliance is identified.

I understand that infringements may be issued for failing to obtain a permit, or for non-compliance with a permit or notice to comply.

I understand that any items placed on the footpath without a valid permit may be impounded.

Signed: \_\_\_\_\_

Full name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return the completed form along with the \$35.00 fee via one of the methods below.

Address: 9 Smith Street (Private Bag 4) Leongatha, VIC, 3953

**Phone:** 5662 9200

**Email:** [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)

