



LOCAL LAW

PROCEDURE MANUAL

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1. PURPOSE AND USE OF THIS MANUAL

This Procedure Manual is to be used in conjunction with the Councils Local Laws 2,3,4,5 & 6. Whereas the Local Laws provide the general details of each law, this manual provides additional information such as:-

- The conditions which may be included in a permit
- The matters which may be taken into account by the Council Authorised officer when considering an application for a permit.
- Additional requirements which must be complied with in respect to specific Local Laws e.g the disposal of waste, the use of scareguns, droving of livestock and signs, display of goods and outdoor eating on footpaths.
- If additional information should be included in an application for a permit.

If this manual is relevant to a particular Local Law, there will be a reference to this manual in that Local Law. It is important therefore that you read the provisions of this manual that apply to the Local Law which is of interest to you.

2. ADDITIONAL REQUIREMENTS APPLYING TO LOCAL LAW NO 2 – ROADS AND COUNCIL LAND

2.1 WORKS CARRIED OUT ON A COUNCIL ASSET OR COUNCIL LAND

A person who has obtained a permit from the Council under clause 10 of Local Law 2 must ensure that any conditions imposed by the permit are complied with. These conditions may include :-

- the location of the works or activity
- the extent of the works or activity
- the duration of the permit
- whether a bond is required.
- details of insurance cover. The applicant must provide a Certificate of Currency for Public Liability Insurance covering the permit activities for an amount of at least \$10 million dollars, preferably extending a Principal's Indemnity to Mount Alexander Shire Council. The permit holder must also have a risk management plan that adequately identifies the risk associated with the activities and the measures to eliminate, reduce or manage those risks.

2.2 PARKING TO CARRY OUT WORKS

- (a) The applicant must outline reasons for the request. The authorised officer will determine validity of request.
- (b) Permits will be issued to a single vehicle only (can include a trailer attached).
- (c) Permit to be clearly displayed on the vehicle dashboard or in the case of a trailer, on the drawbar.
- (d) Permit will be issued for specific bays, parking in any other bays will be subject to signed restrictions.
- (e) No permits will be issued for areas designated as no stopping.
- (f) Permits will be valid for the period indicated on the permit only.
- (g) It will be the responsibility of the permit holder to ensure the nominated bay(s) is available for use.
- (h) The permit will set out conditions which must be adhered to at all times.

2.3 RESIDENT PARKING SCHEME

2.3.1 Residents of the Mount Alexander Shire may apply for a resident parking permit based on the following criteria-

- (a) The scheme applies to all areas of the Mount Alexander Shire.
- (b) Residents whose on-street parking adjoining their property has time restrictions set, are eligible to apply for a resident parking permit under this scheme.
- (c) One (1) resident parking permit only to be issued per residential property that complies with criteria set under (b).

Applications for resident parking permits must be submitted to Council on the approved application form and the applicable fee must be paid at the time of application. The Council reserves the right to impose additional permit conditions if in the opinion of the issuing officer, such additional conditions are warranted. Standard conditions will apply also and these include :-

- (1) Permits will be valid for a period of 12 months only; and
- (2) Permits are not transferable to another address. If the applicant changes address, Council must be notified; and
- (3) Permits to be clearly displayed on the vehicle on the dashboard on the passenger side; and
- (4) A permit does not guarantee the applicant a parking space. Permits will allow vehicles to be parked for period longer than indicated in the nominated area. The permits will not allow parking of vehicles in other areas of restriction such as disabled parking bays, loading zones, no stopping areas or any other areas restricted under Road Rules Victoria; and
- (5) Permits will be valid only in the street of the location of the residence and will be nominated on the permit.; and
- (6) Permits only to be used for currently registered passenger vehicles and not for trailers, boats or heavy vehicles.

3. ADDITIONAL REQUIREMENTS APPLYING TO LOCAL LAW NO 3 – ENVIRONMENT

3.1 DISPOSAL OF DOMESTIC WASTE

- 3.1.1** These requirements apply to the occupiers of every dwelling or other property where the Council provides a garbage collection service.
- 3.1.2** All domestic waste and recyclable material left for collection must be placed in bins ready for collection in accordance with Council requirements and on the days from time to time specified by the Council.
- 3.1.3** Subclause 3.1.7 does not apply to material which is recycled on the property in a manner which causes no nuisance to neighbours or kept on the property for recycling in accordance with a Council sponsored recycling program.
- 3.1.4** The bins used must be of a type determined by Council.
- 3.1.5** The size, net weight once ready for collection and number of bins must not exceed that determined by the Council.
- 3.1.6** Where the Council supplies or arranges the supply of bins for domestic waste, this waste must be stored in the bin supplied.
- 3.1.7** Where the Council supplies or arranges the supply of bins for recycling material, this material must be stored in the bins provided.
- 3.1.8** Bins must be placed on the verge of the vehicle crossing or roadway abutting the property.
- 3.1.9** The following material is prohibited from being placed in bins for domestic or recycling waste provided and collected by the council:
- a. slops, liquid waste or offensive material; and
 - b. dirt, dust, or other matter from any vacuum cleaner, ashes, hair, small garden waste or other similar matter or moist refuse, unless it has been securely wrapped in paper or some other impermeable cover or container to prevent its escape; and
 - c. hot ashes or other like matter unless they have been mixed with water to form a consistency of a stiff paste before being wrapped and placed in the bin; and
 - d. glass or other sharp objects unless they are properly contained or wrapped in such a way as to render them harmless and inoffensive; and
 - e. needles and syringes; and
 - f. oil, paint, solvents or similar substance or any other substance which may spill out or damage the bin or reduce its strength or effectiveness; and
 - g. disposable napkins unless they have been cleaned of solids and securely wrapped in impervious material prior to being placed in the bin; and

- h. hazardous trade and industrial wastes of any kind; and
- i. dead animals

3.1.10 The materials listed as prohibited in sub-clause 3.1.9 and domestic waste are prohibited from being placed in bins provided by the Council for recycling.

3.1.11 If the Council has notified occupiers of a green waste or hard garbage collection, the material to be collected and the type of hard garbage to be collected must be left for collection in accordance with the Council's instructions.

3.1.12 Bins may only be placed outside the property for collection for a period of no longer than 24 hours. Once the waste has been collected by the Council, the empty bins must be returned to the property within a 24 hour period.

3.1.13 Any waste from a bin before collection which has spilled onto the road, nature-strip or surrounding area, must be removed by the occupier responsible for the bins, as soon as practicable and may be reported to Council.

3.2 REQUIREMENTS APPLYING TO COMMERCIAL AND INDUSTRIAL WASTE

3.2.1 An occupier of property who arranges for the collection of commercial and industrial trade waste or for the placement of a waste hopper or recycling bin must ensure that the requirements of this clause are complied with.

3.2.2 Waste hoppers or bins used for the collection and storage of trade waste must:

- a. Be constructed of approved impervious material to the satisfaction of the authorised officer to prevent leakage, absorption or accumulation of any refuse or rubbish that may be deposited in it; and
- b. Be watertight, fly and vermin proof; and
- c. Contain a removable drainage plus for the purpose of cleaning; and
- d. Be fitted with a fly and vermin proof lid with overlapping flanges which must be closed when not in use.

3.2.3 Waste hoppers or bins must be emptied at least weekly or more regularly if the contents become offensive in the opinion of the authorised officer.

3.2.4 The occupier must ensure that:

- a. All commercial, industrial or trade waste that is putrescible is stored in a suitable hopper or bin as required by subclause 3.2.2; and
- b. The bin is stored and maintained in a clean, sanitary and inoffensive condition; and
- c. Must clean and at all times keep clean any footway, pavement or ground adjoining the storage area, to the satisfaction of the authorised officer; and

- d. The surface upon which the bins is stored, is impervious, graded and drained to the sewer or an approved outlet with such silt traps or other treatment devices as required by the authorised officer; and
- e. The storage site is to be supplied with a tap connection and hose to enable adequate cleaning; and
- f. The bin is screened in such a way and with such material as approved by the authorised officer; and
- g. The bin is adequately secured so that access to the public is not possible; and
- h. The bin is cleaned thoroughly after each emptying.

3.2.5 Every waste hopper or recycling bin used for the collection of waste or recyclable material must display a notice indicating the type of waste or material which is permitted and stating that it is an offence to deposit any material contrary to the notice.

3.2.6 A person must not place any waste or material in a trade waste, waste hopper or recycling bin, contrary to the notice on it.

3.2.7 All recycling material from commercial and industrial sites must be stored in a suitable manner or location that prevents spills or nuisance to adjoining properties or Council.

3.2.8 All bins must only be used for the purpose intended and must be returned to the property to which they belong after collection.

3.3 REQUIREMENTS APPLYING TO THE USE OF SCAREGUNS

3.3.1 A person must not use or allow or authorise others to use a scaregun unless all of the following are satisfied:

- a. the scaregun is only used for the bona fide purpose of scaring birds from crops during a recognised crop growing period; and
- b. the scaregun is only to be used on land zoned farming or rural pursuant to the Mount Alexander Planning Scheme and subject to sub-clause (c) shall be located in the crop that it is protecting. Any flammable undergrowth or potentially flammable materials must be cleared and removed within a 5 metre radius from the scaregun.
- c. the distance in a straight line between the scaregun and a residential premises on another property is 300 metres or greater; and
- d. the distance in a straight line between the scaregun and another scaregun in use (whether located on the same property or on another property) is 150 metres or greater; and
- e. the scaregun is only used between 7.00am and sunset on any day; and
- f. the scaregun shall not be used in excess of twelve hours in one day; and

- g. the maximum noise level of the scaregun when measured immediately in front of a residential premises on another property is 100dB LIN peak or less; and
- h. the scaregun does not emit more than the number or exceed the regularity of blasts in any one day period than the number set out in clause 3.3.3 and
- i. the number of scareguns in use at any one time on the property does not exceed the number set out in clause 3.3.4.
- j. the scaregun is located so that it is not directing noise at or faces any dwelling on an adjoining property.

3.3.2 For the purpose of clause 3.3.1(h) the number and regularity of blasts in any one day period is as follows:

- a. In the case of a single blast scaregun, 70 blasts, with the time between blasts to be no less than six minutes;
- b. In the case of a multiple blast scaregun, 70 blasts, with the time between blast sequence being no less than six minutes; and the time between the first blast of a sequence and the last blast of a sequence being no more than one minute.

3.3.3 For the purpose of clause 3.3.2(b) each blast in a multiple blast sequence shall be counted as one blast.

3.3.4 For the purpose of clause 3.3.1(i) the number of scareguns in use at any one time on the property shall not exceed two scareguns where the area under crop is no more than 10 hectares and one scaregun per 10 hectares after that.

3.3.5 The property owner/occupier shall ensure that a sign is displayed in a conspicuous position at the main entrance to the property at all times that a scaregun is in use, containing the following details :-

- a. that scareguns are in use on the property; and
- b. the property owner/occupiers contact telephone number for queries or complaints; and
- c. Councils contact phone number for queries or complaints.

3.3.6 The Council or an authorised officer may impound any scaregun used in breach of this clause.

3.3.7 Any items impounded under clause 3.3.6 must be dealt with in accordance with the provisions of Local Law No 3 (clause 30).

3.4 TEMPORARY DWELLINGS

3.4.1 A temporary dwellings permit will lapse after 6 months unless a written application to renew the permit is made. The permit will be renewed at the discretion of the authorised officer.

An application for a temporary dwelling permit will need to address all the following items :-

- (a) Briefly describe the reason for (temporary) occupation of the site;
- (b) Indicate commencement date of proposed temporary residency;
- (c) Provide an estimated date of completion of the permanent dwelling;
- (d) State how each condition, 1 through to 9 listed below, will be complied with;
- (e) Provide a signed statement that you understand and will comply with the conditions of the permit.
- (f) Provide a site plan showing the proposed location of the temporary and permanent dwelling.
- (g) Ensure that the property is easily identified at its entrance in accordance with Local Laws 2, Clause 12.

A person who has obtained a permit under clause 8 of Local Law No. 3 must ensure that any conditions imposed by the permit are complied with. These conditions may include :-

- (1) Any property in a Wildlife Management Overlay pursuant to the Mount Alexander Planning Scheme shall be referred to the Country Fire Authority for approval.
- (2) The property in question being suitable for temporary residency; and
- (3) A building permit for a permanent dwelling being issued; and
- (4) Adequate progress being made toward the completion of the permanent dwelling; and
- (5) The temporary residence complies with the Building Act 1993 or the Residential Tenancies Act 1997 (i.e. a caravan for sleeping); and
- (6) Sanitary facilities (i.e. toilet, shower, laundry) being provided in compliance with Council's Environmental Health Officer 's requirement; and
- (7) Appropriate services (eg. potable water supply) being provided; and
- (8) Solid and liquid waste being disposed to the satisfaction of Council's Environmental Health Officer; and
- (9) The granting of the permit not having a detrimental effect to neighbouring properties.

4. ADDITIONAL REQUIREMENTS APPLYING TO LOCAL LAW NO 4 – ANIMALS

4.1 REQUIREMENTS APPLYING TO THE DROVING OF LIVESTOCK

4.1.1 The Council must not issue of permit for the droving of livestock if:

- a. there are more than:
 - i. 6,000 sheep, ewes, wethers or rams; or
 - ii. 500 large cattle.
- b. It is not satisfied that:
 - i. the livestock referred to in paragraph (a)(i) are able to travel eight kilometers each day in one direction; or
 - ii. the livestock referred to in paragraph (a)(ii) are able to travel ten kilometers each day in one direction - towards their destination.
- c. the roads proposed to be travelled:
 - i. are or will be in use for the purpose of droving of other livestock at the time proposed;
 - ii. are carrying such an extent of traffic or in such a condition or being used for such other purposes at the time proposed for droving that the droving is impracticable; or
 - iii. contain areas of high conservation significance and the applicant cannot or is not prepared to give an undertaking to all the reasonable measures proposed to ensure that such areas are protected; or
- d. the owner or the person in charge of the livestock refuses to pay fees determined by the Council or to provide any bond, guarantee, indemnity requested by the Council as security against road or adjacent fence or property damage; or
- e. the owner or the drover or the person in charge of the livestock does not provide evidence to the satisfaction of the Council, of an ability to adequately water and feed the livestock and to safely contain them overnight; or
- f. the owner or the drover does not provide a declaration of his/her knowledge of the health and fitness of the livestock in a form acceptable to the Council; or
- g. a person proposing to introduce cattle into Victoria has not first obtained permission in writing from an Inspector of Livestock under the Livestock Disease Control Act 1994, provided certification regarding the livestock to the inspector nearest the first point of entry and ensured that the livestock are eartagged with approved eartags prior to entry or otherwise complied with the Livestock Disease Control Act.

- 4.1.2** A person who is charge of livestock which are being driven on a road must ensure that:
- a. the livestock are supervised and under effective control at all times by a person who is competent in the management of such livestock;
 - b. livestock camped overnight are enclosed by a substantial and secure barrier (or otherwise isolated so as to prevent escape or danger to other road users);
 - c. proper disposal takes place of any carcass of any livestock, under the persons charge, who die on the road;
 - d. the livestock are only driven during daylight hours;
 - e. the livestock are not driven on roads which the Council or Authorised officer has notified the person must not be used for the driving of the livestock;
 - f. an Inspector of Livestock of Agriculture Victoria administering the Livestock Disease Control Act is notified if the person in charge of such livestock becomes aware or suspects that the livestock (or any of them) have a disease or has died of a disease listed as a notifiable disease under that Act;
 - g. complies with the provisions of the Livestock Disease Control Act and the Prevention of Cruelty to Animals Act 1986; and,
 - h. the permission of the Roads Corporation has been obtained in respect to any declared roads.
- 4.1.3** In determining conditions applying to any permit for the driving of livestock, the Council may impose such conditions as it considers appropriate including the requirements that:
- a. livestock not be camped in an area which is a declared or designated area of high conservation value;
 - b. appropriate reflective signs or flashing lights be erected in front of, and at the rear, of any livestock camped overnight on a road;
 - c. the number of livestock which may be driven in the municipal district at any one time not exceed the number specified in the permit;
 - d. the livestock travel not less than the distance specified by an Authorised officer (which distances may allow for a rest day in appropriate circumstances);
 - e. the permit holder has a current liability insurance policy covering risks relevant to the droving and for an amount sufficient to meet any liability to the Council;
 - f. the public liability policy mentions the interests of the Council and the Roads Corporation;- The applicant must provide a Certificate of Currency for Public Liability Insurance covering the permit activities for an amount of at least \$10 million dollars, preferably extending a Principal's Indemnity to Mount Alexander Shire Council. The permit holder must also have a risk management plan that adequately identifies the risks associated with the activities and the measures to eliminate, reduce or manage those risks.

- g. the livestock be health and free of disease;
- h. warning signs that comply with any regulations made by the Roads Corporation; and
- i. livestock are only to be driven during daylight hours.

4.1.4 The route to be travelled must be specifically determined by the Council having regard to:

- a. the route requested by the applicant;
- b. the practicality of that route or alternative routes given;
 - i. the respective volume of traffic regularly using roads in the vicinity;
 - ii. the proposed commencing and finishing locations;
 - iii. whether the route is one which has been identified under the Councils Roadside Management strategy as appropriate for droving; the duration and/or frequency of livestock droving proposed;
 - iv. the number of livestock involved in the droving or each livestock droving;
 - v. any permits already granted for livestock droving, grazing or movement on or adjacent to the proposed area;
 - vi. the condition of the road and the prevailing weather conditions at the time of the proposed droving of livestock or throughout the proposed livestock droving;
 - vii. the availability of alternative routes;
 - viii. the distance to be covered each day;
 - ix. the health and condition of the livestock;
 - x. the nature of any weeds or growth along any proposed route and the potential for livestock to spread noxious or environmental weeds;
 - xi. the potential for safely accommodating the livestock overnight;
 - xii. capacity to adequately warn other road users of the presence of livestock on the road;
 - xiii. procedures for varying the route in situations of hardship;
 - xiv. the availability of water and feed;
 - xv. the outcome of any consultation with the Department of Natural Resources and Environment; and the views of the Roads Corporation concerning any droving on declared roads; and
 - xvi. any other matters considered relevant by the Council.

- 4.1.5** Upon the issue of a permit under this clause, the Council must notify the Department of Primary Industries of the permit and of the livestock to be driven.

4.2 REQUIREMENTS APPLYING TO ANIMAL AND BIRD HOUSING

All animal housing must be maintained so that:

- a. all manure and other waste is removed and/or treated as often as necessary so that it does not cause a nuisance or offensive condition; and
- b. all manure and other waste is stored in a fly and vermin proof container until removed from the premises or otherwise disposed of to the satisfaction of the Environmental Health officer or an Authorised officer; and
- c. the ground surrounding the housing is drained to the satisfaction of the Environmental Health officer or an Authorised officer; and
- d. the area of land within 3 metres of the area or structure in which the animal is kept must be kept free from dry grass, weeds, refuse, rubbish or other material capable of harbouring vermin; and
- e. all food, grain and chaff is kept in vermin proof containers; and
- f. the area where animals are kept must be thoroughly cleaned and maintained at all times in a clean and sanitary manner to the satisfaction of the Environmental Health officer or an Authorised officer; and
- g. Addresses potential noise issues.

5. ADDITIONAL REQUIREMENTS APPLYING TO LOCAL LAW NO 5 – TRADING

5.1 REQUIREMENTS APPLYING TO ADVERTISING SIGNAGE, GOODS FOR DISPLAY AND OUTDOOR EATING ON FOOTPATHS

- 5.1.1** A person who has obtained a permit from the Council for advertising signs, A-Frame advertising signs, display of goods or outdoor eating on footpaths must ensure that:
- a. advertising signs, goods for display and any equipment used for outdoor eating are located so that:
 - i. at least a 1.8 metre clear walkway is maintained in a straight line for the length of the property frontage; and
 - ii. there is a clear space of at least 700mm from the kerb to allow room for a person to get out of the passenger side of the car; and
 - iii. any such items are not on any part of the road designed for vehicles, nor on any median strip nor at intersections in a position that may obstruct or interfere with vehicles; and
 - iv. any such items do not cause an unreasonable obstruction for pedestrians.
 - b. that a new permit be applied for by 30 September in each year, such permit to expire by 29 September in the following year.
 - c. a copy of a valid Certificate of Currency for public liability insurance is lodged with the Council. The applicant must provide a Certificate of Currency for Public Liability Insurance covering the permit activities for an amount of at least \$10 million dollars, preferably extending a Principal's Indemnity to Mount Alexander Shire Council. The permit holder must also have a risk management plan that adequately identifies the risks associated with the activities and the measures to eliminate, reduce or manage those risks.
- 5.1.2** In addition to the requirements in clause 5.1.1 a person must comply with the following:
- a. Portable advertising signs either A Frame signs or flat signs not located flush with the front of the building must-
 - i. not exceed a size of 650mm width and 1100mm height: and
 - ii. be of a construction preventing movement in adverse weather conditions;
and
 - iii. only be displayed during the business hours of the operation to which they refer;
 - iv. if in Maldon must comply with the following standards:
 - Colours must be nominated and should be from a recognised heritage paint colour range.

- No more than 50% of the sign should consist of a blackboard finish.
 - Any pictures of logos should not consist of more than 25% of the sign.
 - Plastic or reflective surfaces will not be permitted.
 - The design should consist of a plain background with lettering and if required, a small logo.
 - Fonts may be upper or lower case but should be simple and legible.
- v. If the signage does not comply with the above standards, it must be approved by the Heritage Advisor prior to the granting of a permit.
- vi. not be affixed to any vegetation or any road infrastructure such as poles or road signs;
- vii. not exceed two signs for each business in all areas with the exception of Maldon CBD which is limited to one sign per business (The two advertising sign limit will apply to licensed Real Estate agents in that only two signs may be displayed on each property for sale);
- viii. be located adjacent to the business to which they refer in the Central Business Districts of Castlemaine and Maldon. The Central Business District perimeters are indicated in Schedule 2. Businesses located outside of the Central Business Districts of Castlemaine and Maldon may locate one sign away from their premises.

5.1.3 In relation to advertising signs for festivals or events:-

- a. the signs must not exceed a size of 650mm width and 1100mm height; and
- b. be of a construction preventing movement in adverse weather conditions; and
- c. only be displayed during the hours referred to in the permit; and
- d. not be affixed to any vegetation or any road infrastructure such as poles or road signs.

5.1.4 Goods for display must:-

- a. be locate adjacent to the business offering the goods for sale; and
- b. not be able to be moved in adverse weather conditions; and
- c. only be displayed during the business hours of the operation displaying the goods;
and
- d. not be affixed to vegetation.
- e. be a minimum of 2.2 metres in height if the display protrudes over that part of the footpath
available for pedestrian use.

- 5.1.5** Outdoor Eating Facilities (which includes all furniture and fittings used for outdoor eating) must:-
- a. be of a construction preventing movement in adverse weather conditions; and
 - b. only be placed on footpaths during the operating hours of the business to which they belong; and
 - c. not be affixed to any vegetation; and
 - d. be located adjacent to the business operation to which they refer; and
 - e. not be placed within 2 metres of an intersection; and
 - f. be kept clear of fire hydrants;
 - g. In the case of outdoor heaters, must comply with the safety standards specified by Energy Safe Victoria. The authorised officer may require production of proof that the permit applicant has public liability insurance that covers the installation and use of gas heaters;
 - h. in the case of umbrellas, must be a minimum 2.2 metres high, at the lowest point, and must not protrude over the kerb onto the road. They must be fixed securely to tables and/or anchored in a manner acceptable to an authorised officer.
- 5.1.6** The use and placement on a footpath of a screen is subject to the approval of an authorised officer. In considering these items, regard is to be had to preserving the general appearance and openness of the streetscape, as well as any other matter considered relevant by an authorised officer.
- 5.1.7** The use of screens, umbrellas and heaters is not permitted in Maldon.

6. ADDITIONAL REQUIREMENTS APPLYING TO LOCAL LAW NO 6 – FUNDRAISING AND EVENTS

6.1 REQUIREMENTS APPLYING TO EVENTS INVOLVING A ROAD CLOSURE

6.1.1 When considering whether a road should be closed for a street party or event, the Council must consider:

- a. whether the road can be closed to vehicular traffic for the duration of the street party;
and
- b. whether all owners or occupiers of all properties with immediate vehicular access via the section of road to be closed have been advised by letter and given seven days to comment or object; and
- c. whether a person on behalf of the applicant has been nominated to erect and remove the barriers which close the road at locations and times specified by the Council; and
- d. whether the footpath on at least one side of the road can be kept clear of obstructions;
and
- e. any other matter relevant to the circumstances of the application.

6.1.2 When considering whether a collector road should be closed for a street party, street festival, event or a procession, the Council must consider:

- a. whether the road can be closed to vehicular traffic, or partly closed with safe and efficient separation of vehicular traffic and festival or procession patrons and equipment; and
- b. whether the agreement of the Victoria Police and the Roads Corporation has been obtained and their requirements met, including an appropriate traffic detour signing scheme; and
- c. whether all owners and occupiers of property with any immediate vehicular access via the section of road to be closed have been advised by letter and given seven days to comment or object or other arrangements satisfactory to the Council have been made to alert relevant property owners and occupiers; and
- d. whether there has been any assessment of the impact of the economic benefit to the area measured against the financial detriment to individual businesses; and
- e. any other matter relevant to the circumstances to the application.

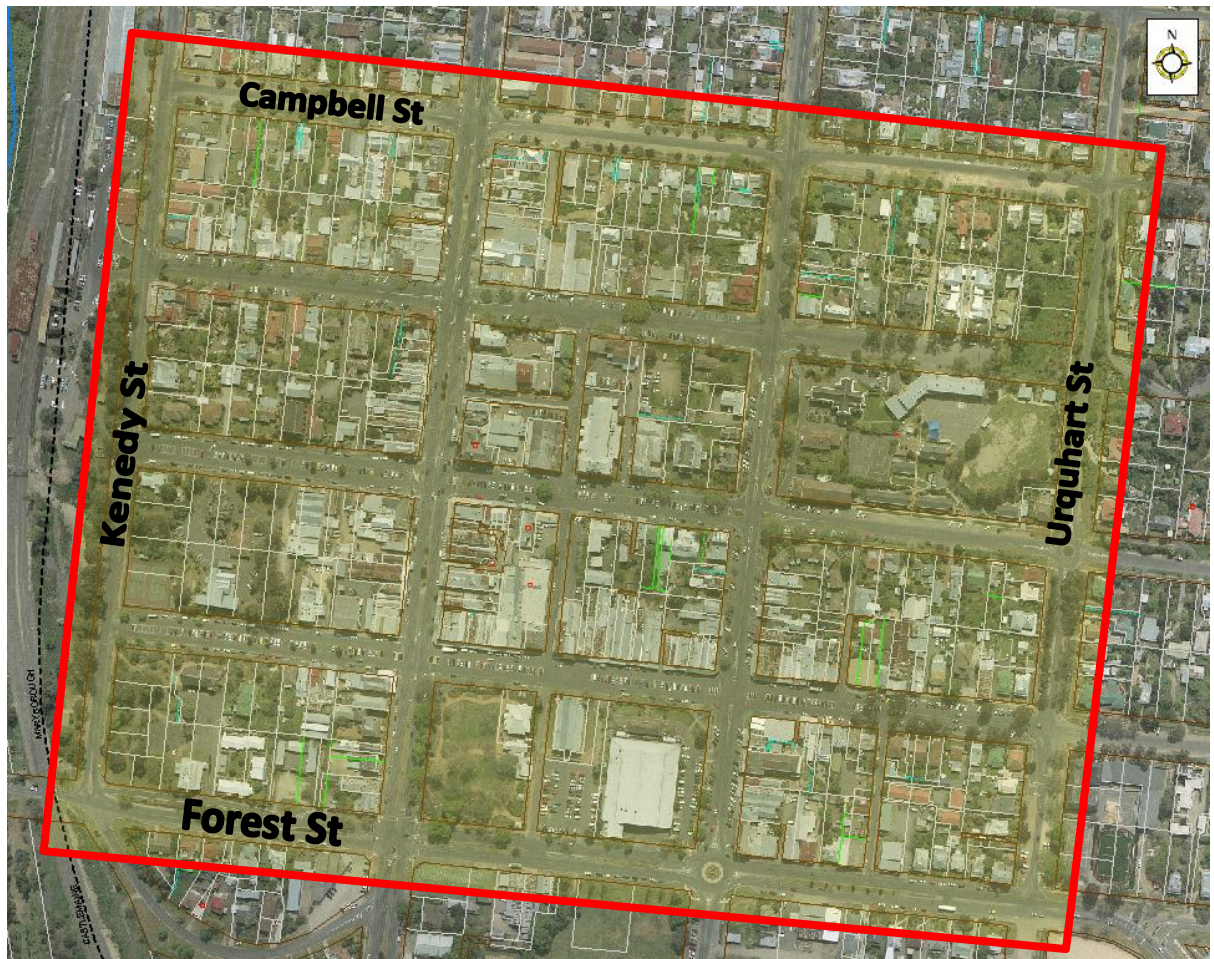
6.1.3 Applications for permit must be submitted on an approved form.

6.1.4 An application to conduct an event on a local street, must be made 21 days before the event is to take place.

- 6.1.5** An applications to conduct an event on any other road must be made 28 days before the event is to take place.
- 6.1.6** An application for a permit must contain the following information:
- a. the name, address and phone number of a nominated person through whom arrangements can be made; and
 - b. the group of people or the organisation on whose behalf the application is being made; and
 - c. the name of the street to be closed together with a diagram showing the section of street to be closed; and
 - d. a statement of the groups or class of persons who are being invited to the event.
 - e. Details of relevant insurance for the event. The applicant must provide a Certificate of Currency for Public Liability Insurance covering the permit activities for an amount of at least \$10 million dollars, preferably extending a Principal's Indemnity to Mount Alexander Shire Council. The permit holder must also have a risk management plan that adequately identifies the risk associated with the activities and the measures to eliminate, reduce or manage those risks.

*Schedule 2***CENTRAL BUSINESS DISTRICT
CASTLEMAINE**

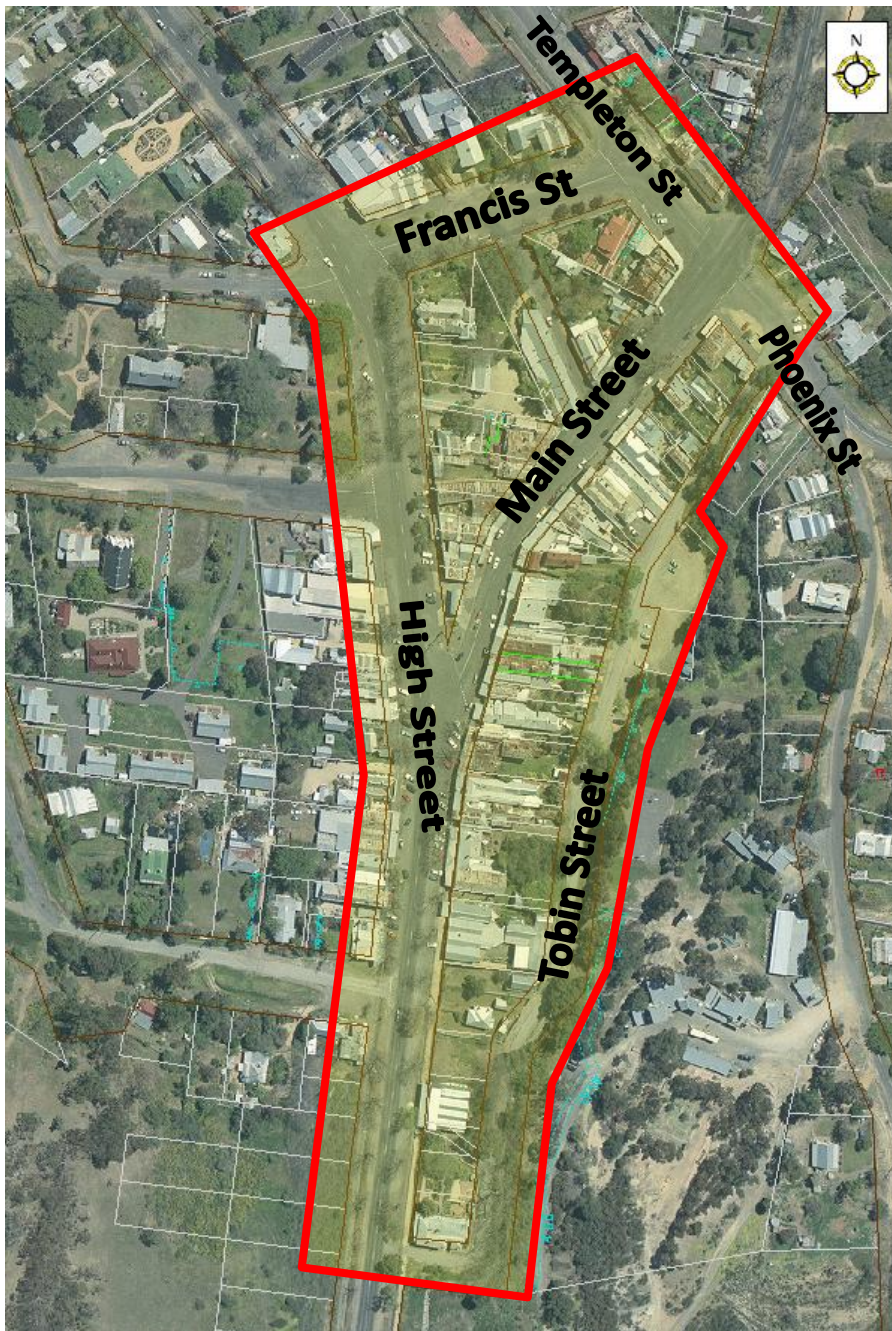
For the purposes of this Procedure Manual, the CBD of Castlemaine is described as all the area bounded by Campbell Street, Urquhart Street, Forest Street and Kennedy Street, and extends for 5m beyond the road reserve for the above nominated Roads.



Picture is indicative only.

*Schedule 2***CENTRAL BUSINESS DISTRICT
MALDON**

For the purposes of this Procedure Manual, the CBD of Maldon is described as all the area bounded by Francis Street, Templeton Street, Phoenix Streets, Tobin Street and High Street, and extends for 5m beyond the road reserve for the above nominated Roads.



Picture is indicative only.