

# Land Use Application

## Short Term Land Use

### Applicant Details

#### Contact Details

Company Name	
Name (in full)	
Position/Title	
Postal Address	
Phone	
Email	

#### Onsite contact on the day

*Please note: this person if required must undertake MW Recipient Training and Site Induction prior to the day*

Name (in full)	
Position/Title	
Phone	
Email	

### Land Use Information

#### Proposed date/s & time

From	am/pm	/	/	To	am/pm	/	/
------	-------	---	---	----	-------	---	---

#### Usage Type (please tick)

<input type="checkbox"/>	Fun Run Event	<input type="checkbox"/>	Wedding	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Cycling Event	<input type="checkbox"/>	School Group		
<input type="checkbox"/>	Trail Walk	<input type="checkbox"/>	Promotional Event		

### Location Information

Location (information not required for Elwood Pier & Birdsland Reserve applications)

Exact location/s address of the proposed activity (if possible include map/s)	
Melways reference	

## Numbers

Number of people for event	
Number of cars	
Number of trucks	
Will there be any temporary structures such as tents or marquees, starting, finishing lines, chairs and tables if yes provide details	
Number of structures	
Size of structure	
Style of structure	

**Traffic Management** *Please note: if the event is disrupting traffic or pedestrian flow a Traffic Management Plan (TMP) or Pedestrian Management Plan (PMP) incorporating a Risk Management Plan will be required.*

Will traffic management be required?	Yes	No
Type of activity (eg Hold & release, closure)		
Name and details of the traffic/safety company who will be supplying the TMP or PMP?		
Name of the roads affected by the closure/traffic hold up?		
What dates will the roads be affected?	/ /	/ /
What times will the roads be affected?	Start of Closure	Finish of Closure

## Attachments

*Please provide the relevant documentation with your application*

### Essential Documentation

*Public liability insurance*

Proof of Certificate of Currency with \$10M - \$20M cover

### Optional Documentation

*Traffic & Pedestrian Management Plan/s*

Required if traffic will be distracted. Attach required permits from Victoria Police and VicRoads.

*Risk Management Plan or Safety Plan*

Complete this if a risk management plan isn't included in a traffic management plan

*Other permits, approvals or information*

Any other permits or approvals we have asked for. For example MW Permit, VicRoads, Parks Vic, waste management plan, etc.

---

Applicants Name

---

Applicants Signature

**Send your application to**

Email: [mwproperty@melbournewater.com.au](mailto:mwproperty@melbournewater.com.au)

Post: Melbourne Water  
Property Leases & Licences Team  
PO Box 4342  
Melbourne VIC 3001

Phone: 131 722 and request to speak to a Property Leases & Licences Team member

**Office Use Only**

<b>Approvals</b>	<b>Name</b>
Asset Group	
Customer Solutions	
Property	
<b>Onsite Supervisor</b>	
<b>Additional Information</b>	
Additional Requirements / Special Conditions	
Rate	

**PRIVACY STATEMENT**

*Note: The following information only applies to individuals, not to corporations.*

*Melbourne Water has obligations to collect and handle personal information in accordance with Victoria's privacy laws, including the Information Privacy Act 2000. Personal information collected for this application is for the purpose of processing, assessing and determining land use compatibility by Melbourne Water Leasing and Licensing team. This information will be disclosed to other departments within Melbourne Water who manage land and assets relevant to the application. The information will be kept reasonably secure.*

*Melbourne Water will not disclose the information to other organisations unless we have your consent or it is required by law.*

*The Information Privacy Act 2000 gives individuals a right to access their personal information at Melbourne Water. Contact our Privacy Advisor on 131 722 or [enquiry@melbournewater.com.au](mailto:enquiry@melbournewater.com.au). Visit [melbournewater.com.au](http://melbournewater.com.au) or contact us as above for our general Privacy Policy.*