

# Application for Shipping or Portable Self-Storage Container Permit

## 1. Your details

Name \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_ ABN(if applicable) \_\_\_\_\_

Street address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Mailing address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

Phone number \_\_\_\_\_ Mobile number \_\_\_\_\_

Email address \_\_\_\_\_

## 2. Application type

Tick the relevant application type below and answer questions over the page

| Application type   | Fee      | Code |
|--|----------|------|
| One Shipping/Portable Self-Storage Container on Council Land(road, nature strip) |          |      |
| <input type="checkbox"/> up to 7 days  | \$33     | 517  |
| <input type="checkbox"/> 8 days and no longer than 6 months                      | \$107.50 | 517  |
| One Shipping/Portable Self-Storage Container on Residential Land                 |          |      |
| <input type="checkbox"/> up to 4 Weeks   | \$33     | 517  |
| <input type="checkbox"/> over 4 weeks but no longer than 6 months                | \$107.50 | 517  |
| <input type="checkbox"/> Longer than 6 months (Building Permit required)         | NA       | NA   |

## 3. Public liability insurance requirements

Each applicant must have a **Public Liability Insurance Policy** that has a Principles Indemnity Clause if you are placing a shipping container on **Council Land**. You must provide a copy of your Certificate of Currency containing the following information, as a minimum (a Certificate of Currency can be obtained from your insurer/insurance agent):

- The name of the Insurance Company
- The name of the business
- The name of the insured.
- A business description
- Type of Insurance
- Period of Insurance Cover
- Sum insured for minimum value of \$10,000,000.00
- Policy cover for Principles Indemnity

### NOTE:

Asbestos waste IS NOT permitted in a shipping container or portable self-storage container.

Please complete this form together with payment at least 2 weeks prior to the placement date

Please return completed form to:

MAIL  
Melton City Council  
PO Box 21  
Melton VIC 3337

EMAIL  
[records@melton.vic.gov.au](mailto:records@melton.vic.gov.au)  
(max. file size: 10MB)

PHONE  
9747 7200



## 4. Details for a shipping or portable self-storage container

Address where the container will be placed:

Street address \_\_\_\_\_

Postcode \_\_\_\_\_

Dimensions of container

Height \_\_\_\_\_

Width \_\_\_\_\_

Length \_\_\_\_\_

Reason for the container being placed on property?

Placement date \_\_\_\_\_

Collection date \_\_\_\_\_

Location of container  on road  on nature strip  on a reserve  residential land

Contents to be placed in container

Other information

Provide a sketch or plan indicating where the container will be kept.  
Ensure you provide the distances of surrounding houses and fences.

## Fees and charges

Applications will not be processed until payment of the application fee is received by Council.  
Incomplete applications will not be accepted. This fee is non-refundable if the permit is rejected.

### In Person

Payments can be made in person at Melton City Council offices:

- Melton Civic Centre - 232 High Street, Melton VIC 3337
- Melton Library & Learning Hub - 31 McKenzie St, Melton VIC 3337
- Caroline Springs Civic Centre/Library - 193-201 Caroline Springs Blvd, Caroline Springs VIC 3337

### By Mail

Cheques or money orders are payable to City of Melton:

Melton City Council  
PO Box 21  
Melton VIC 3337

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Privacy Statement:** The personal information requested on this form is being collected by Council for the purpose of meeting its legal obligations. The information will be kept confidential and identifying information will not be disclosed to any person for any other purpose. You may access your own information by contacting Council on 9747 7200.