Third Party Application for Attachments to Victrack Tram Poles

How to fill: Application Submission Ver. 1.5

Document information

HPRM ref RefNo

Date 25 May 2017

Security class



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25 May 2017

1. Headings



- Date. Format DD-MMM-YYYY
- Applicant reference No. As per Carrier reference
- Checklist. Select the ones that applies

2. Applicant Details

2.1 Contact

1 Applicant's details						
Please provid	Please provide name, address and contact details for applicant.					
Contact						
Title Mr	First name John					
Surname Smith						
Position So	licitor					
Organisation r	name(if applicable) Expert Solicitors					
ABN: 12 34	5 678 901 ACN: 123 456 789					

- Title. Select from the Drop Down menu
- First Name. Applicant's First Name
- Last Name. Applicant's Last Name
- Position. Position held on Company
- Organization Name. Applicant's Organization
- ABN. Field with restriction 11 numerical characters, type continuously. le: 12354678901. Template will auto format
- ACN. Field with restriction 9 numerical characters, type continuously. le: 123546789. Template will auto format



2.2 Registered Business Address

Registered business address

Building name Building	Street number 1234
Street Street Road	
Suburb Melbourne CBD	
^{State} Victoria	Post code 3000

- Building name. Type Building Name
- Street Number. Up to 5 Numerical Characters
- Street. Street Name. Street Rd/way/Cr
- State. Select from Drop Down Menu
- Post Code. Up to 4 numerical Characters

2.3 Postal Address & Contact Information

Postal address

PO Box/Locked Bag PO Box 1234					
Suburb Suburb					
State Victoria Post code 3001					

Contact information

Phone	03.1234-5678
Fax	03.1234-5678
Mobile	04.1234-5678
Email	john.smith@email.com.au

- PO Box/Locked Bag. Accuracy, PO BOX 1234
- Suburb. Type Suburb where the PO box is located
- State. Select from Drop Down Menu
- Post Code. Up to 4 numerical Characters
- Phone, Fax, Mobile. Up to 10 Numerical Characters, type continuously, ie: 0312345678, Template will auto format
- Email. Type email address accordingly



- 3. Proposed Asset Owner Details & Party Responsible for tax invoices
- These 2 areas of the form will be filled as shown in <u>Section 2</u> from above and both needs to be addressed

4. The Proposal

• Description of proposed works. Applicant to explain in detail what will be the proposal

5. The Land

 5 The land Please provide full details of the geographic location for the tram pole, 							
the subject of the	s applica	tion					
Address Street number	Address						
	2345	Sueer Str					
)						
State S. Aus	stralia		Post code 5800				
Tram pole number(s) 12345 67890							
Advise which side of road reserve (north etc.)	North side of the street						
Nearest street/ intersection or cross-street and street number	Intersection of Collins and Kings, north, next to traffic light number T123						
Map reference	Melway	1					

- Street Number, Street, Suburb, State & Post Code. This section of the form will be filled as shown in <u>Section 2</u> from above
- Tram Pole Number (s). <u>Only 1 Tram pole per application</u>
- Advise which side of the road. Ie. North Side of the street/intersection
- Nearest street/intersection of cross-street and street number. Ie. 525 Collins St, intersection of Collins and Kings, next to traffic light Number T123.
- Map Reference. Where applicable as Melway



6. Attach Files

NOTES:

1. All application fees paid are non-refundable

2. Sign Digitally the application once form is fully filled, documents attached (if applicable), and ready for submission.

3. Form to be completed and signed on computer. Scan application will not be processed.

4. Printed forms and hand writing will not be processed

5. Doc Name:

PoleNumber_SuburbStreetName_ThirdPartyApplicationForAttach mentToVicTrackPoles_YYYYMMMDD

Click to Insert Files into Application

Attach Files

- Attach Files. When clicking at the button, the following screen appears,
- IMPORTANT:
 - 1. When attaching files, the following formats can be added: JPG, DOCX, XLX, PDF, etc





• Go to the folder where documents are stored and select the document is needed to be inserted

Add Attachment						
🚱 🔍 🔻 🕨 Libraries 🕨	Documents Collocation M0265_WatleGlen	•	Search M02	?65_WatleGl.	<u>م</u>	
Organize 👻 New folder				•	0	
Favorites	Documents library M0265_WatleGlen		Arrange by	r: Folder -		
Downloads	Name				D	
Recent Places L Telco licenses	🔁 M0265 Wattle Glen_VPL FCs (28.09.2016)				03	
🐌 Network Audit Ph	M0265_WattleGlen				19	
👢 VicTrack Co-Loca						
L Telecommunicati						
🖺 Telecommunicati						
闫 Libraries						
Documents						
🕹 Music						
🔍 Pictures 🔍 🔻 🔹					•	
File <u>n</u> ame:	M0265_WattleGlen	•	All Files (*.*)		•	
	Open from Online Account	•	<u>O</u> pen ▼	Cancel		

- Click at Open.
- Go the icons at the left and click at the clip as show below



• It will appear the document user has selected





• Repeat this step until all documents needed are selected



7. Signature



• When clicking at Signature, the following Dialog Displays

Add Digital ID	X
I want to sign this document using:	
My existing digital ID from:	
④ A file	
A roaming digital ID accessed via a server	
A device connected to this computer	
A new digital ID I want to create now	
Cancel < Back N	ext >

 Select accordingly on how to sign the document. On this Case, it was selected: "A new Digital ID. I want to create now"



- Click next
- Below, it was selected: "Windows Certificate Store"

Add Digital ID	X
Where would you like to store your self-signed digital ID?	
New PKCS#12 digital ID file	
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.	
Windows Certificate Store	
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.	
Cancel < <u>B</u> ack <u>N</u> ex	t >

- Click Next
- Fill form accordingly, below example

Add Digital ID		×
Enter your identity inform	nation to be used when generating the self-signed certificate.	
Na <u>m</u> e (e.g. John Smith):	John Smith	
Organizational <u>U</u> nit:	Organization	
Organization Name:	VICTRACK	
<u>E</u> mail Address:	john.smith@email.com	
<u>C</u> ountry/Region:	AU - AUSTRALIA	
<u>K</u> ey Algorithm:	1024-bit RSA	
Use digital ID <u>f</u> or:	Digital Signatures and Data Encryption	
Cancel	< <u>B</u> ack F	inish



• After Clicking Finish this is how the screen will look like

Sign Docum	ient	mbar		X
Sign As:	John Smith (J ssuer: John Sr	ohn Smith) 2022.05.2: nith	3 Inf	▼ ②
		<u>A</u> ppearance: Sta	andard Text	•
Joh Sm	in ith _/	Digitally signed to DN: cn=John Sm o=VICTRACK, or email=john.smith c=AU Date: 2017.05.23 +10'00'	y John Smith nith, u=Organization, @email.com, 3 13:01:13	
✓ Loc <u>k</u> Do	cument After	Signing		2
i Click may	Review to see affect signing	e if document conten)	t Re <u>v</u> i	iew
		Sign	Car	ncel

• <u>Ensure "Lock Document after Signing" is ticked</u>. By doing this, the document will be locked and no changes will be possible

