

# Permit Application Process

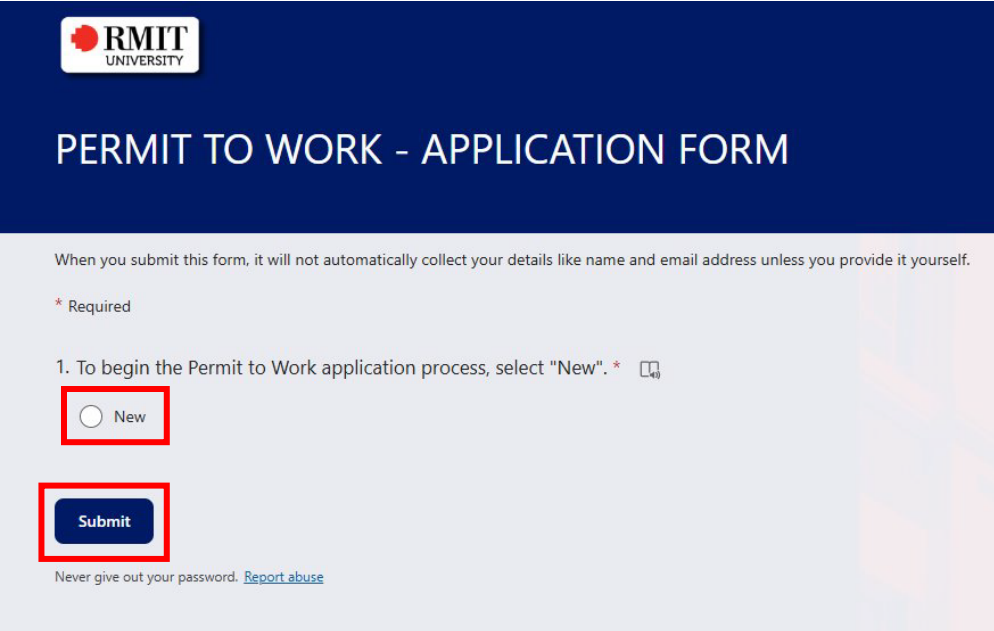
**RMIT Property Services Group (PSG)**

# 1

Open the **PTW Microsoft Form** to start a new permit application

Select “New” and then “submit”

Continue to fill out the online form to commence the first part of the permit application process



The screenshot shows the RMIT University Permit to Work - Application Form. The header is dark blue with the RMIT University logo and the title "PERMIT TO WORK - APPLICATION FORM" in white. Below the header, a light blue box contains the text: "When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself." A red asterisk indicates a required field. The first instruction is: "1. To begin the Permit to Work application process, select 'New'." Below this, there is a radio button labeled "New" and a blue "Submit" button. Both the "New" radio button and the "Submit" button are highlighted with red rectangles. At the bottom, there is a link to "Report abuse" and a note: "Never give out your password."

**RMIT UNIVERSITY**

## PERMIT TO WORK - APPLICATION FORM

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

\* Required

1. To begin the Permit to Work application process, select "New". \*

☐ New

**Submit**

Never give out your password. [Report abuse](#)



## 2

### Fill out the online Permit Application Form

*Ensure your email address is correct otherwise you won't receive an email for the next step*

Check details are correct and select “Submit”

1. To begin the Permit to Work application process, select "New". \*

☒ New

9. Building (a maximum of one building per permit applies) \*

004

14. Please provide details

Enter your answer

15. Type of Permit \*

☐ Fire Isolation - Smoke / Thermal

☒ Service & Wet Fire Isolation (Tech review required)

☐ Working at Height (Task Specific)

☐ Working at Height - Rope Access (Task Specific)

☐ Excavation (Task Specific)

☐ Excavation - Non Destructive Digging (Task Specific)

☐ Excavation - Floor / Ceiling Penetration (Task Specific)

☐ Hazardous Materials (Task Specific)

☐ B108 / 201 Permit

☐ Hot Work

16. Start Date \*

10/10/2025

17. End Date \*

10/10/2025

Never give out your password. [Report abuse](#)

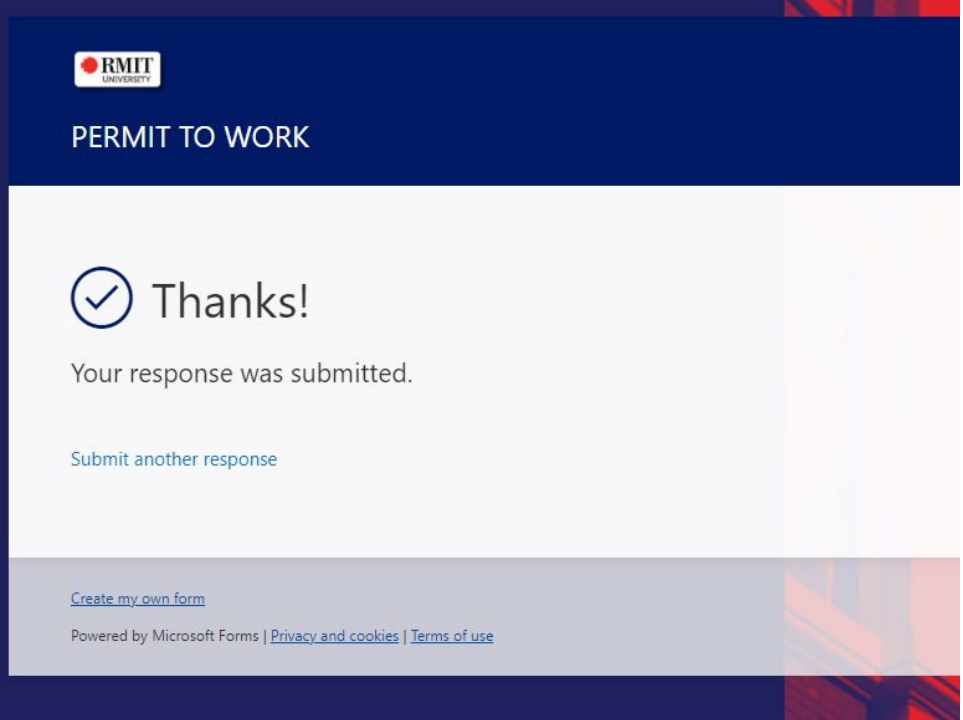


# 3

This screen will pop up if the online form has been submitted

*You will get a return email that verifies details of the permit (see next slide)*

Another permit application can be started by selecting “Submit another response”



The screenshot shows a confirmation screen for a 'PERMIT TO WORK' application at RMIT University. The header is dark blue with the RMIT logo and the title 'PERMIT TO WORK'. The main content area is light blue and features a large checkmark icon followed by the text 'Thanks!'. Below this, it states 'Your response was submitted.' and provides a link to 'Submit another response'. At the bottom, there is a link to 'Create my own form' and a footer indicating the form is powered by Microsoft Forms, with links to 'Privacy and cookies' and 'Terms of use'.

RMIT UNIVERSITY

PERMIT TO WORK

✓ Thanks!

Your response was submitted.

[Submit another response](#)

[Create my own form](#)

Powered by Microsoft Forms | [Privacy and cookies](#) | [Terms of use](#)



# 4

You will get a return email that verifies details of permit request and includes a PDF version of the Permit To Work form that is required to be filled out and returned to PSG permits

Permit ID: 071025-2652

PSG Permits <psgpermits@rmit.edu.au>  
To: Tina Karvounaris  
Cc: Fi Li; PSG Permits; Amanda Noakes; Tina Karvounaris

Tue 7/10/2025 10:59 AM

Permit to Work Form.pdf 1 MB  
permit-application-process-guide.pptx 3 MB

Dear John Smith,

Thank you for registering your permit request.

**To progress your request, please fill out the attached permit application form and send this and all supporting documents back to us by clicking "reply all" to this email.**

**The permit application form and all supporting documentation should be submitted at least 3 business days prior to the date works are due to begin.**

Please refer to the attached PowerPoint as a guide on how to complete the attached permit application form. For more information about the RMIT PSG Permits Process, please click [here](#).

The details of your request are summarised below:

**Applicant Name:** John Smith  
**Company:** Security United  
**Position:** Manager  
**Mobile Phone:** 0400000000  
**Email Address:** [tina.karvounaris@rmit.edu.au](mailto:tina.karvounaris@rmit.edu.au)  
**RMIT Representative:** Facilities & Asset Management  
**RMIT Rep Name:** Amanda Noakes  
**Location:** 004,["02"].002  
**Impact outside designated work site:**  
**Type of Permit:** ["Service & Wet Fire Isolation (Tech review required)"]  
**Start Date:** 2025-10-10  
**End Date:** 2025-10-10.

**A Tech Review is required for all Service Isolations that are not Smoke and Thermal Isolations. Email [rmitisolations@airmaster.com.au](mailto:rmitisolations@airmaster.com.au) to obtain one, and send this along with your permit application back to us.**

Kind regards,  
RMIT PSG Permits Office



# 5

Note the following:

- Unique Permit ID
- Permit to Work Form PDF attachment
- “Reply all” instruction
- Tech Review requirement

Permit ID: 071025-2652

PSG Permits <psgpermits@rmit.edu.au>  
To: Tina Karvounaris  
Cc: Fi Li; PSG Permits; Amanda Noakes; Tina Karvounaris

Attachments: Permit to Work Form.pdf (1 MB), permit-application-process-guide.pptx (3 MB)

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The details of your request are summarised below:

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**Company:** Security United  
**Position:** Manager  
**Mobile Phone:** 0400000000  
**Email Address:** [tina.karvounaris@rmit.edu.au](mailto:tina.karvounaris@rmit.edu.au)  
**RMIT Representative:** Facilities & Asset Management  
**RMIT Rep Name:** Amanda Noakes  
**Location:** 004,["02"].002  
**Impact outside designated work site:**  
**Type of Permit:** ["Service & Wet Fire Isolation (Tech review required)"]  
**Start Date:** 2023-10-10  
**End Date:** 2025-10-10.

**A Tech Review is required for all Service Isolations that are not Smoke and Thermal Isolations. Email [rmitisolations@airmaster.com.au](mailto:rmitisolations@airmaster.com.au) to obtain one, and send this along with your permit application back to us.**

Kind regards,  
RMIT PSG Permits Office



Open the Permit to Work Form PDF attachment and fill out applicable areas

If you are unsure of what is required here, contact [PSGpermits@rmit.edu](mailto:PSGpermits@rmit.edu)

Permit ID: 071025-2652



PSG Permits <psgpermits@rmit.edu.au>

To: Tina Karvounaris  
Cc: Fi Li; PSG Permits; Amanda Noakes; Tina Karvounaris



Permit to Work Form.pdf  
1 MB



permit-application-process-guide.pptx  
3 MB



Reply



Reply All



Forward



...

Tue 7/10/2025 10:59 AM

Dear John Smith,

Thank you for registering your permit request.

**To progress your request, please fill out the attached permit application form and send this and all supporting documents back to us by clicking "reply all" to this email.**

**RMIT UNIVERSITY** RMIT Classification: Trusted Enter permit ID here  
Permit ID: 071025-2652  
Version: 4.1

**Permit to Work Form**  
SECTION 1 - APPLICATION DETAILS  
(Head or Principal Contractor must complete all details on this page)

**1.1 Contact Details**  
Applicant Name: John Smith Company: Security United Date: 07102025  
Position: Manager Mobile Phone: 0400000000 Email: securityunited@aus.com  
RMIT Representative (Name): Amanda Noakes ☐ Copy work ☒ Facilities & Asset log ☐ Other

**1.2 Works Information**  
Building: 4 Level: 002 Room: 002 Description of work to be carried out: Replacement of Distribution board AIR63445  
Impact: Will these works cause impact outside your designated work area? ☐ Yes ☒ No  
If yes, you must complete section 5 of permit to work form  
Are you working in R10, R12, R4 Risers/Bulkheads or anywhere in R2021? ☐ Yes ☒ No  
If yes, you must complete section 5 of permit to work form  
Has the Building Impacts and Risk Register been reviewed? ☒ Yes ☐ No  
Contact your RMIT Representative for details  
Please provide details:  
Cost Code: PSG# 55555 OR Work Request/IO Code:  
Notes: Permit requests submitted without a valid cost code will be rejected and associated works may be delayed.  
Fire service isolations are to be conducted by Airmaster only and a charge will be applicable

**1.3 Summary of Permit Application**

Phase	Task	Start Date	Finish Date	Extend Date #1	Extend Date #2
<input type="checkbox"/>	Fire Isolation - Smokes / Thermal				
<input checked="" type="checkbox"/>	Service & Wet Fire Isolation - (Tech Review)	10/10/2025	10/10/2025		
<input type="checkbox"/>	Working at Heights (Task Specific)				
<input type="checkbox"/>	Working at Height - Rope Access				
<input type="checkbox"/>	Excavation (Task Specific)				
<input type="checkbox"/>	Excavation - Non-Destructive Digging				
<input type="checkbox"/>	Excavation - Floor Ceiling Penetration				
<input type="checkbox"/>	Hazardous Materials (Task Specific)				
<input type="checkbox"/>	All Work R201 or R10, R12, R4 Risers/Bulkhead				
<input type="checkbox"/>	Confined Spaces				
<input type="checkbox"/>	Hot Work				

**RMIT UNIVERSITY** RMIT Classification: Trusted Enter permit ID here  
Permit ID: 071025-2652  
Version: 4.1

**SECTION 2 - Isolation Permit**  
(Contractor to complete if required)

**2.1 Isolation Request**  
Notes: Permit requests submitted without a valid cost code will be rejected and associated works may be delayed.  
Fire service isolations are to be conducted by Airmaster only and a charge will be applicable.  
Who on site is to be notified of fire service isolations - Name: John Smith Mobile Phone: 0400000000  
Please specify contractor to carry out the following isolations  
Electrical ☐ Mechanical ☐ Hydraulic/Water ☐  
Gas ☐ Other ☐

**2.2 Isolation Details**

Day #	Date (DDMMYY)	Isolation Time (DDMMYY 24hr)	Deisolation Time (DDMMYY 24hr)	Fire Service Isolations Only Airmaster have authority to isolate RMIT Fire Services							All Other Isolations Services		
				Smoke/Thermal	Sprinkler*	Hydramat*	Gas Suppression	Mechanical	Gas	Electrical		Hydraulic/W	Other
1	10/06/25	07:00	15:00	x									
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3													
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Works to only commence once confirmation of isolation has occurred

# 7a

**Tech Reviews** are required for isolations requests that are **not smoke and thermal isolations**

When requesting for sprinklers to be isolated, please discuss with your RMIT PSG Project Manager or Representative before submitting a permit. Sprinkler isolations can be costly to the project and permit processing time lengthy

Permit ID: 071025-2652



PSG Permits <psgpermits@rmit.edu.au>

To: Tina Karvounaris

Cc: Fi Li; PSG Permits; Amanda Noakes; Tina Karvounaris



Tue 7/10/2025 10:59 AM



Permit to Work Form.pdf  
1 MB



permit-application-process-guide.pptx  
3 MB

Dear John Smith,

Thank you for registering your permit request.

**To progress your request, please fill out the attached permit application form and send this and all supporting documents back to us by clicking "reply all" to this email.**

**The permit application form and all supporting documentation should be submitted at least 3 business days prior to the date works are due to begin.**

Please refer to the attached PowerPoint as a guide on how to complete the attached permit application form. For more information about the RMIT PSG Permits Process, please click [here](#).

The details of your request are summarised below:

**Applicant Name:** John Smith

**Company:** Security United

**Position:** Manager

**Mobile Phone:** 0400000000

**Email Address:** [tina.karvounaris@rmit.edu.au](mailto:tina.karvounaris@rmit.edu.au)

**RMIT Representative:** Facilities & Asset Management

**RMIT Rep Name:** Amanda Noakes

**Location:** 004,["02"].002

**Impact outside designated work site:**

**Type of Permit:** ["Service & Wet Fire Isolation (Tech review required)"]

**Start Date:** 2025-10-10

**End Date:** 2025-10-10.

**A Tech Review is required for all Service Isolations that are not Smoke and Thermal Isolations. Email [rmitisolations@airmaster.com.au](mailto:rmitisolations@airmaster.com.au) to obtain one, and send this along with your permit application back to us.**

Kind regards,  
RMIT PSG Permits Office





# 7b

Email [rmitisolations@airmaster.com.au](mailto:rmitisolations@airmaster.com.au) to request a Tech Review including permit request details

**Note:** depending on the complexity of the isolation it may take a few days to receive the Tech Review back from Airmaster

Send this email during your work hours: Tue, Oct 21 at 8:00 AM [Schedule send](#) | [Dismiss](#)

Send	From	Psgpermits@rmit.edu.au
	To	<input type="text" value="rmitisolations@airmaster.com.au"/>
	Cc	
	Bcc	
Subject		Tech Review Request - Permit ID: 071025-2652
<div>071025-2652 SI B004 Security United.pdf 2 MB</div>		

Dear Airmaster Isolations

Please provide a Tech Review for Permit 071025-2652

Regards

John Smith




# 7c

Upon receiving your Tech Review, amend your Permit Form per advice from [rmitisolations@airmaster.com.au](mailto:rmitisolations@airmaster.com.au)

You must provide a cost code from which isolations are charged to

The **Tech Review** must be submitted with Permit to Work (PTW) form PDF to [psgpermits@rmit.edu.au](mailto:psgpermits@rmit.edu.au)



RMIT  
UNIVERSITY

RMIT Classification: Trusted

Enter permit ID Here

Permit ID : 071025-2652

Version : 4.1

**Permit to Work Form**  
SECTION 1 – APPLICATION DETAILS  
(Head or Principal Contractor must complete all details on this page)

**1.1 Contact Details**


Applicant Name: John Smith		Company: Security United	Date: 07102025
Position: Manager	Mobile Phone: 0400000000	Email: securityunit@aus.com	
RMIT Representative (Name): Amanda Noakes		<input type="checkbox"/> Capital Works	<input checked="" type="checkbox"/> Facilities & Asset Mgt

**1.2 Works Information**

Building: 4	Level: 002	Room: 002	Description of Work to be carried Out: Replacement of Distribution board AIR63445
Impact: Will these works cause impact outside your designated work site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes describe impact e.g. noise, dust, vibration, transport & materials, skips, etc.?			
Are you working in B10,12,14 Risers/Bulkheads OR anywhere in B201? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, you must complete section 5 of permit to work form			
Has the Building Impacts and Risk Register been reviewed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Contact your RMIT Representative for details Please provide details:			
Cost Code:	PSG#: 55555	OR Work Request/IO Code:	
Notes: Permit requests submitted without a valid cost code will be rejected and associated works may be delayed. Fire service isolations are to be conducted by Airmaster only and a charge will be applicable			

**1.3 Summary of Permit Application**

Please tick Permits Requested in Application	Start Date	Finish Date	Extend Date #1	Extend Date #2
<input type="checkbox"/> Fire Isolation - Smokes / Thermal				
<input checked="" type="checkbox"/> Service & Wet Fire Isolation – (Tech Review)	10/10/2024	10/10/2024		
<input type="checkbox"/> Working at Height (Task Specific)				
<input type="checkbox"/> Working at Height – Rope Access				
<input type="checkbox"/> Excavation (Task Specific)				
<input type="checkbox"/> Excavation – Non-Destructive Digging				
<input type="checkbox"/> Excavation - Floor Ceiling Penetration				
<input type="checkbox"/> Hazardous Materials (Task Specific)				
<input type="checkbox"/> All Work B201 or B10,12,14 Risers/Bulkhead				
<input type="checkbox"/> Confined Spaces				
<input type="checkbox"/> Hot Work				



# 8

Return your Permit To Work (PTW) form and supporting documents, including any Tech Reviews by “replying all” to your **original permit email** sent from **[psgpermits@rmit.edu.au](mailto:psgpermits@rmit.edu.au)**

➤

Send

From ▾

psgpermits@rmit.edu.au

To ▾

○ [PSG Permits](#)


Cc ▾

● [Fi Li](#); ● [Amanda Noakes](#)

Bcc ▾

Subject


RE: Permit ID: 071025-2652



071025-2652 Permit to Work Form.pdf

1 MB

▾



071025-2652 B004.02.02 Elec Circuits Iso Tech Review.pdf

461 KB

▾

Dear PSG Permits,

Please find attached Permit to Work Form and Tech Review document for your review.

Thank you

Permit Office  
Property Services  
RMIT University, Melbourne | E: [psgpermits@rmit.edu.au](mailto:psgpermits@rmit.edu.au)  
W: [rmit.edu.au/propertyservices](http://rmit.edu.au/propertyservices) Feedback on our service: <https://forms.office.com/r/YBdrGa2pYs>



You will receive a response from [psgpermits@rmit.edu.au](mailto:psgpermits@rmit.edu.au) within three business days advising whether your permit has been approved

Hi all,

This permit has been **authorised**.

Approver comment:

**Please ensure the following actions are completed:**

1. **Section 9.1 of the permit – Contractor Confirmation** is completed, and the permit details are communicated to:

- Site Manager
- Site Supervisor
- Work Crew and Work Crew Site Supervisor

2. The permit is **available on site** for auditing and inspection purposes by **RMIT Property Services**.

3. **All isolations are confirmed to be in place prior to commencing work.**

For any questions or further information, please contact: [psgpermits@rmit.edu.au](mailto:psgpermits@rmit.edu.au)

