Approval Services

CITY of PERTH

HOARDING/GANTRY/SCAFFOLD APPLICATION

Please complete the enclosed form and return together with the application fee to:-

By Mail: Chief Executive Officer
City of Perth
GPO Box C120
PERTH WA 6839

In Person: To the City's Customer Service located on the Ground Floor of Council House, 27 St Georges Terrace, Perth WA 6000

Via Email: info.city@cityofperth.wa.gov.au

Facsimile: (08) 9461 3083

For Assistance: Further information is available from the Technical Services Section on (08) 9461 3168 or (08) 9461 3178

Valid until 30 June 2013
Revised 3 January 2013

BUILDING PERMIT NO

Building Permit No:	

Generally the City will not issue a hoarding, gantry or scaffold permit if a building permit has not been issued for the project. Please do not lodge an application until your building permit has been issued.

OFFICE USE ONLY

Permit Fee:	$
Work Bond Fee:	$
Total Cost:	$

CONTACT DETAILS

Name of Organisation:		
Postal Address:		
Contact Person:		
Telephone and Mobile:		
Email:		

SITE PARTICULARS

Name of Building: (if applicable)	
Street Address: (Street No, Street Name, Suburb)	

DETAILS OF HOARDING

Proposed Assembly Date:		**Period Required:** *(months)*	
Materials and External Finish:			
Dimensions: (Length, Width, Height)	**L:**_____ **W:**_____ **H:**_____		OFFICE USE _____**m²**

DETAILS OF GANTRY OR SCAFFOLD

Proposed Assembly Date:		**Period Required:** *(months)*	
Materials and External Finish:			
Dimensions: (Length, Width, Height)	**L:**_____ **W:**_____ **H:**_____		OFFICE USE _____**m²**

CHECK LIST

	TICK
Two sets of scaled site plans showing affected area are attached:	☐
A gantry application must have a signed certificate by a practising professional engineer for structural adequacy attached:	☐
A scaffold application must have a signed riggers certificate attached:	☐
Application to Obstruct Road or Footpath is attached: A separate permit is required if the road/footpath/verge is obstructed during assembly/dismantling of the structure (www.perth.wa.gov.au/appforms).	☐

APPLICATION FEE AND ADDITIONAL CHARGES

Application Fee

- There is a non-refundable application fee of $90.00 (GST included), to be paid at lodgement.

Additional Charges

- A hoarding, gantry or scaffold fee is $1.00 per square metre per month or part thereof, with a minimum total fee of $90.00.
- Works Bond will be individually assessed however it may not be applicable if a works bond has been paid as part of a building permit.

Payment Options:

- **In person** at the Customer Service Centre, Ground Floor, Council House, 27 St Georges Terrace, Perth;
- **By mail** to Chief Executive Officer, City of Perth, GPO Box C120, PERTH WA 6839;
- **By fax or email**, credit card details must be provided below, Fax (08) 9461 3082 or **info.city@cityofperth.wa.gov.au**

Note, cheques to be made out to the 'City of Perth' and attached to your application.

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED

Applicants are required to read the attached sections on General Information before signing the application.

I have read and understood the relevant sections of the 'General Information' and have enclosed the appropriate forms, certificates and application fee.

Name *(please print)*: _____

Signature and Date: _____ __ __ / __ __ / __ __ __ __

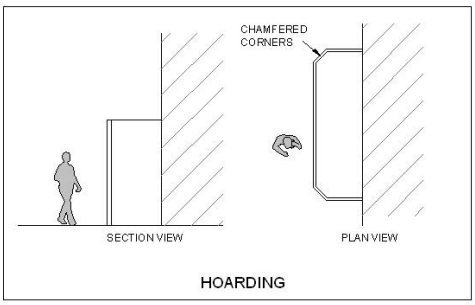
NOTE

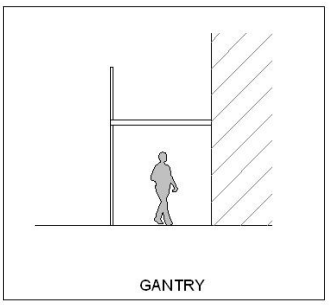
The City requires a minimum of 10 full business days for processing an application. You will be contacted when the permit is ready to be picked up and you will be advised of the additional fees, which must be paid when collecting the permit.

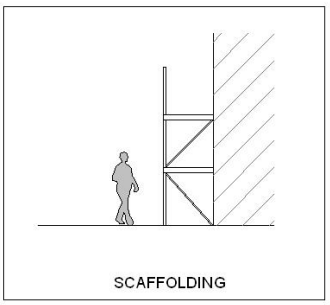
PAYMENT FOR APPLICATION FEE

Credit Card Options **(Visa, Amex or MasterCard) ONLY**	Card Number: _ _ _ _ - _ _ _ _ - _ _ _ _ - _ _ _ _ Expiry Date: ___ / ___ Security Code Number: _ _ _ _ Name on Card: _____ **(PAYMENT FOR APPLICATION FEE)**

GENERAL INFORMATION







The City has certain expectations pertaining to the construction of structures, i.e. hoarding, gantry or scaffold, when used within the municipality of the City of Perth.

The location of the structure shall be designed to minimise the impact on pedestrian movement along the footpath and to minimise blind spots that may encourage criminal activity.

Two scaled copies of plans showing the position and elevations of the structure in relation to property boundaries and all street furniture and plantings, shall be submitted to the City for approval prior to installation. Generally the City will not issue a hoarding, gantry or scaffold permit if a building permit has not been issued for the project.

Any works within the road reserve require a separate approval from the Approval Services Unit. An application to obstruct road/footpath can be obtained from the City's website at: **www.perth.wa.gov.au/appforms**

Common

- The structure is to be suitably designed and constructed to the highest possible standard using new quality material;
- All structures shall be painted with one undercoat and one gloss finish in a colour to compliment neighbouring buildings and to be approved by the City. However, in most instances the structure is generally painted white;
- The structure is to be maintained to a high standard and repaired and/or repainted following vandalism or damage. Graffiti, bill posting, placards or any attached advertising is to be removed within 24 hours;
- Any modifications to the structure during the construction period of the site shall require approval by the City;
- All property owners and businesses that may be affected by the structure must be advised prior to the structure being erected;
- Adequate access for service authorities and emergency services shall be maintained.

Hoarding

There is a current trend to use free standing fencing as a hoarding however the City does not recommend its use within the Central Business District (CBD), bound by Wellington Street, Elder Street, the Swan River and Victoria Avenue/Lord Street. All too often free standing fences are frequently moved out of alignment creating an unsightly street view of the worksite which also has a flow on affect of reducing the footpath width. Further, the support shoes often create a trip hazard to pedestrians. The City generally expects a higher standard of finish to hoardings in the CBD and is especially mindful of hoardings proposed for the central Mall areas, large projects or long periods. The design of the hoarding should reflect the area and developments in the vicinity.

- All materials shall be properly fixed, lapped and jointed;

- A hoarding is to be designed to minimise the visual impact on the street frontage of the construction site and to provide a high degree of pedestrian interest around the site. Viewing windows, information panels, murals, advertising relating to the building and display space for the developer and/or adjacent businesses could be incorporated within the hoarding. The design of a hoarding incorporating such features will require a separate Development Application to be approved prior to installation of the hoarding;
- The height and scale of the hoarding should be such to give the impression of a temporary building façade rather than of a fence and in any case should be no lower than 2.1 metres. The maximum width of the hoarding is restricted to not more than half the width of the footpath, in accordance with the Building Regulations 2012. In some instances, where a footpath is very narrow, it may not be possible to grant half the width of the footpath and still maintain an adequate level of pedestrian safety. In these instances, a request for more than half the width of the footpath must be accompanied by a risk management plan certified by a competent person;
- Generally a hoarding shall be clad with a minimum of 16mm new waterproof ply or other approved material, such as colourbond;
- Where an open mesh type hoarding has been approved, shade cloth, or similar material, is to be used to help contain dust. Measures are to be taken to ensure the fence shoes do not present a trip hazard to pedestrians or create a liability. Please refer to Construction Barriers in Public Areas on the City's website at www.perth.wa.gov.au

Gantry

- The City requires all applications for gantries to be certified by a Professional Engineer, confirming that the gantry has been designed in accordance with appropriate loadings as specified in the Building Code of Australia and relevant Australian Standards. The engineer should also confirm that the gantry is fit for the purpose and will provide appropriate protection to the public. All joints, bolts, connections, protrusions are to be suitably bound or otherwise protected so as to not present a danger or nuisance to the public;
- The gantry is to be designed to minimise the visual impact on the street frontage of the construction site and to provide a high degree of pedestrian interest around the site. Viewing windows could be incorporated within a gantry on the property side;
- The minimum internal height of the gantry shall not be lower than 2.1 metres, clear of any lighting and the minimum internal clear width shall not be less than 1.5 metres. In exceptional circumstances however, the internal width may be reduced to 1.2 metres depending on the footpath width and the volume of pedestrians. The gantry must be at least 0.5 metres off the road kerbline;
- The gantry shall have sufficient lighting that is maintained in good working order, positioned under the gantry and is switched on each night at sunset and remains on until the following sunrise;
- A long gantry should be designed to have safe pedestrian crossing points located at intervals along the length of the gantry.

Scaffold

- The City requires all applications for scaffolding to be certified by a licensed rigger. All joints, bolts, connections, protrusions are to be suitably bound or otherwise protected so as to not present a danger or nuisance to the public.