

APPLICATION KIT TO OBSTRUCT ROAD OR FOOTPATHS WITHIN THE MUNICIPALITY OF THE CITY OF PERTH

General Information

Any activity obstructing any part of a public thoroughfare, including roads, footpaths or verges, requires an obstruction permit. Cranes, cherry pickers, ladders, mobile scaffolding, waste bins, hand tools, filming or carrying out excavation works; require an obstruction permit. Put simply, any activity that may create an obstruction to vehicles or pedestrians will require a permit. There are some exemptions, see **Appendix A. Vehicles, machinery, waste bins and sea containers are not permitted on footpaths or verges.**

Barricades are required around worksites to provide a safe environment. Particular attention is required for people with disabilities and guidelines on barricades are available on www.perth.wa.gov.au/appforms and then select **Road and Footpath Obstructions**.

Whenever the activity obstructs the passage of vehicles in adjoining lanes, a copy of a traffic management plan that complies with Main Roads Code of Practice and Australian Standards 1742.3 must be submitted for our records.

Please check periodically for updates to the application kit. These can be obtained by contacting the Approval Services Unit on (08) 9461 3411 or in person at Council House at 27 St Georges Terrace, Perth or via our web site as shown above.

Permits will only be issued to the person or company physically performing the works, not to a traffic management company.

Permit Fees (Parking fees are charged separately – see Parking below)

There is a non-refundable, GST inclusive, application fee for each permit as follows:

- \$72.00 for a standard permit;
- \$140.00 for permits that require a road closure;
- \$256.50 for filming with a significant obstruction of roads.

Working Hours – General

The permissible working hours will be dependent on the type of work performed and the disruption it may cause to traffic, pedestrians, businesses, hotels or residents. In busy areas works will only be permitted on weekends or at night. However, noise is a great concern especially near residents and hotels, and to comply with the Environmental Protection (Noise) 1997 Regulations, construction operations that generate noise are exempt from the Regulation between 7am and 7pm Monday to Saturday inclusive. Any construction operations that generate noise outside these hours, must apply for an exemption through the City's Environmental Health Officer on (08) 9461 3223.

Notification

All persons directly affected by the works shall be notified in writing at least 24 hours prior to the operation, see **Appendix C** for an example letter.

Parking

Parking fees are charged separately. To reserve parking bays please contact On Street Parking Reservations on (08) 9461 3800, during business hours of 8.30am and 5pm, or by email onstreetparkingreservations@cityofperth.wa.gov.au. Alternatively you can directly purchase parking permits from the City's Customer Service Centre during business hours.

Bonds

If applicable, must be paid prior to the permit being issued.

Road Closures

There are additional requirements for activities that require a full or partial road closure, such as when traffic in one direction cannot be maintained.

The applicant is responsible for all associated costs and will need to:

- Consult with all affected authorities including Transport and Emergency authorities;
- Advertise the closure in a newspaper of which the City will lodge on your behalf. Please be mindful that for most City streets the typical cost for an advertisement is around \$2500. The actual costs incurred by the City will be invoiced to you;
- Notify all persons directly affected by the closure in writing, 5-7 days prior to the operation, see **Appendix C** for an example letter. In some instances, it may be in your interest to obtain the person's name accepting the notice as proof of notification;
- Supply contact details (name and phone number) of two responsible people who will be on-site on the day of the closure;

Standards and Guidelines

All reinstatements must comply with the City's specifications which are available on the City's web at www.perth.wa.gov.au/dcnotes

Installation of Pits or Conduits

A drawing or sketch showing the location of the proposed pits and conduits shall be submitted together with an application. All new service pit covers are to be installed in accordance with the City's Standards and Guidelines.

Lodging Applications

The completed application form, together with all relevant documents and payment can be lodged using one of the methods as specified on the form.

Note:

LATE APPLICATIONS WILL NOT BE PROCESSED;

- **2 full business days are required for processing of standard permits;**
- **15 full business days are required for road closures or for filming with a significant obstruction of roads; or for excavations in the Malls;**
- **Incomplete applications will not be processed until such time that all documents and fees have been received;**
- **Permits that are required for Weekends or Mondays must be received by the Approval Services Unit by 4:00pm on the previous Wednesday.**

A Technical Officer will assess the application and if satisfied with the proposal, a permit with conditions will be forwarded in accordance with your selected option.

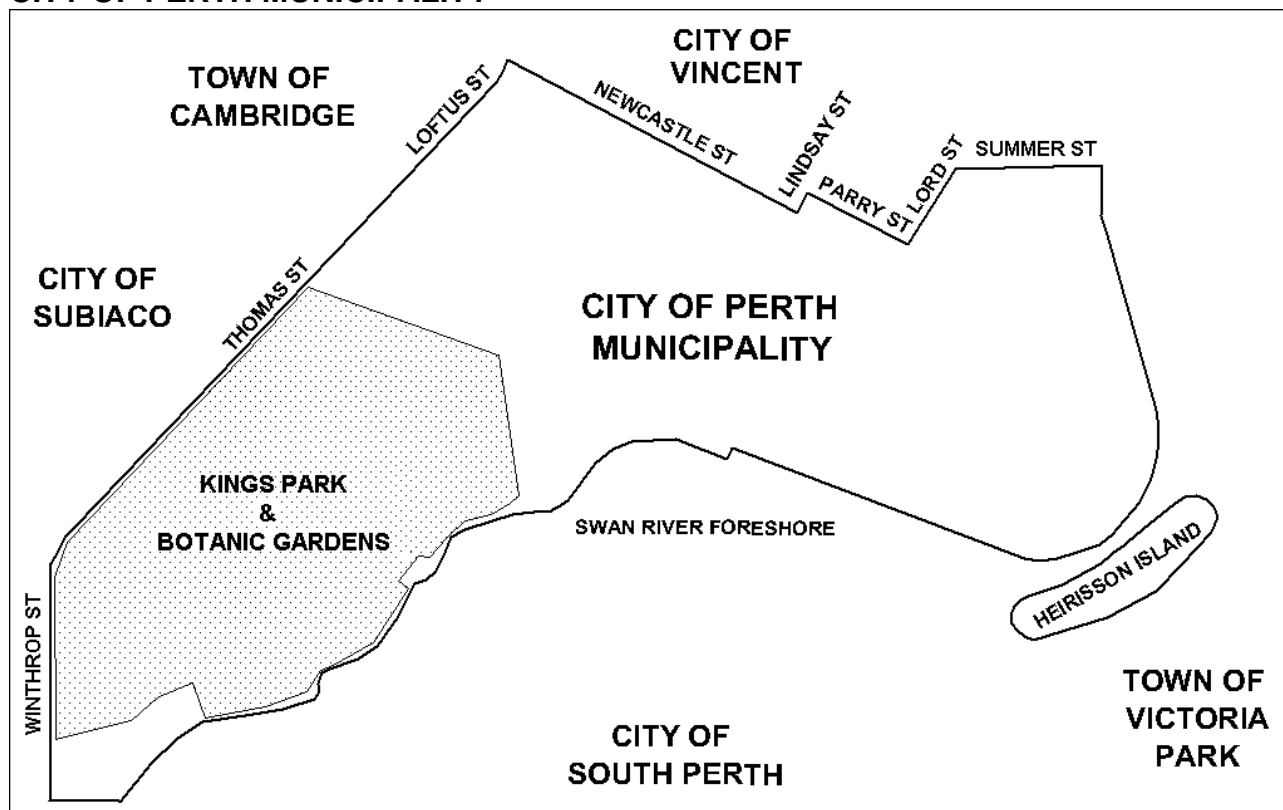
WORKS IN HAY AND MURRAY STREET MALLS

The City of Perth has imposed certain requirements and restrictions to activities within the malls. This document contains the basic requirements that apply to excavation works within the malls. Please contact the City's City Design Unit on (08) 9461 3156, for detailed specifications on excavations and reinstatements.

- An Obstruction Permit is required for all work except as described at **Appendix A**;
- The registration number of all vehicles and machinery must be supplied. Note, only a limited number of vehicles/machinery will be permitted into the mall at any one time;
- Work in the Malls will be limited to the following hours:
 - Monday to Thursday 7pm to 6am the following day;
 - Friday 10pm to 6am Saturday;
 - Saturday 7pm to 10am Sunday;
 - Sunday 7pm to 6am Monday.
- Bonds are required for excavation works and a 12 months maintenance period is applicable. Prior to bonds being paid, an on-site meeting will be required to determine the extent of the works and the bond amount. Please contact the City's Works and Services Unit, Works Supervisor on either 0439 987 169 or 0417 978 682 to arrange an on-site meeting. The following outlines the bond requirements for excavations:
 - A bond of approximately \$400 per square metre or as determined by the City's Works Supervisor will apply;
 - The bond is to be paid prior to the permit being approved;
 - Unless the City undertakes the reinstatement works, the applicant will be responsible for the cost of any maintenance for the period of 12 months from date of completion.
 - The bond will be held during the maintenance period.
- Weight of vehicles and machinery are restricted as described at Appendix B;
- Sea Containers are not permitted in the mall at all;
- Builders bins or waste bins are permitted, not skip bins, bond \$400 per bin;
- All new service pit covers should be installed beneath the granite pavers. However, upon request, the City of Perth may consider permitting service covers installed at pavement level. In that case, the covers shall be of the infill type that matches the existing covers for the Mall. These covers may be purchased via the City's Works and Services Unit on (08) 9461 3421 and a minimum of seven weeks notice must be given for the purchase.

APPENDIX A

CITY OF PERTH MUNICIPALITY



EXEMPTIONS

Permits are not required in the following situations however; safety devices such as traffic cones or bunting may be necessary required as.

ACTIVITY	LIMITATIONS	EXAMPLES
Minor Filming or Photography	Up to 4 people with a camera and a tripod or other small equipment.	1. Reporting team - interviewing. 2. Four Students with a camera. 3. Tourists.
Step Ladders	One or more ladders against the wall up to one metre away from the wall.	1. A person on a ladder applying window tint and the ladder is one metre away from the wall. 2. A person on a ladder against the wall changing a light fitting.
Sign Writing, Painting or Window Cleaning	One or more workers with or without a ladder up to one metre away from the wall. (Protection of footpath is required)	1. A Sign Writer standing on the footpath, sign writing on a window. 2. A Painter painting window frames from a ladder.
Surveys	Surveyors surveying a street or footpath etc, using a theodolite and tripod.	A Surveyor surveying a street with a tripod at one end of the street and a theodolite at the other end.

APPENDIX B

WEIGHT OF VEHICLES AND MACHINERY

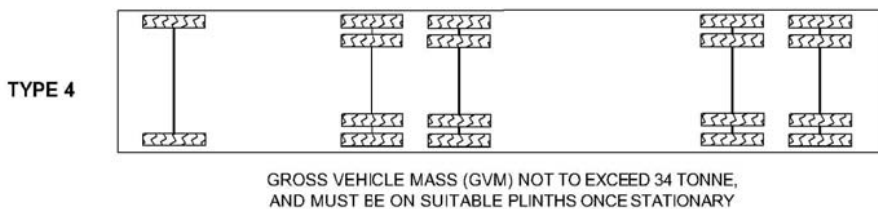
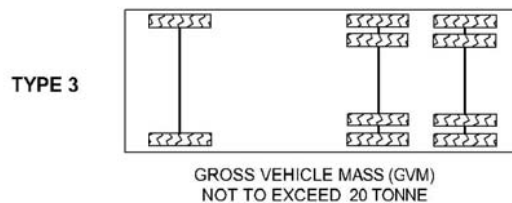
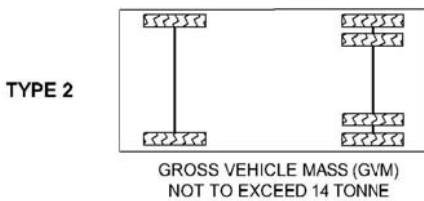
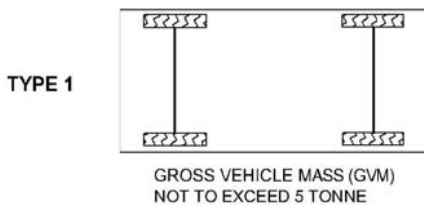
Only vehicles and machinery listed on this page are permitted into the Malls, subject to the following restrictions:

VEHICLES AND MACHINERY

- Types 1, 2 & 3, no bond required;
- Greater than Type 3 and less than Type 4, and without outriggers, bond of \$1000 per linear metre of vehicle length. Must travel on suitable plinths and the tyres must also be on suitable plinths once stationary;
- Greater than Type 3 and less than Type 4, with outriggers, bond of \$2000 per linear metre of vehicle length. Must travel on suitable plinths and the tyres must also be on suitable plinths once stationary.

OUTRIGGERS

- Outriggers must be placed on suitable plinths only and the minimum plinth size must be 750x750x75mm for a point load of 2.7 tonne;



APPENDIX C



NOTIFICATION OF PROPOSED WORKS

Date: ____/____/____

TO THE OCCUPIER

Dear Sir/Madam

RE: PROPOSED WORKS

Please be advised that works will be conducted shortly in the vicinity of your property. Whilst all efforts will be made to minimise disruption to you and the public, some unavoidable disruption may occur.

SCHEDULED WORKS

Location: _____

Date (start and end): _____

Time (start and end): _____

Purpose _____

ORGANISATION CONDUCTING THE WORK

Business Name: _____

Contact Person: _____

Contact Phone: _____ Mobile: _____

Your patience with any disruption would be appreciated. Should you have any concerns, please contact the above person.

If you have further concerns, please contact the City of Perth, during business hours on 9461 3411.

Yours Faithfully

Signed: _____

cc City of Perth



APPLICATION TO OBSTRUCT ROAD OR FOOTPATH

Please complete this application in **BLOCK LETTERS** and return to:-

In Person OR By Post OR By Fax or Email (credit card details must be supplied using Visa, Mastercard or Amex only)

Customer Service Centre
Council House
27 St Georges Terrace, Perth

City of Perth
GPO Box C120
Perth WA 6839

Fax: (08) 9461 3082
Email: info.city@cityofperth.wa.gov.au
Card No. _____

Expiry Date ____ / ____

APPLICANT'S DETAILS

Full Name		Business Name	
Address			Post Code
Phone No	Mobile No	Fax No	
Email Address (only to receive permit by email)			
Order Reference No. (for authorised customers only, up to 10 characters)			

DETAILS OF PROPOSED WORKS

Location of Works – Site Address

Date and Time of Work

Start Date	/ /	Finish Date	/ /	Start Time		Finish Time	
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Area to be Obstructed (if the area is on the roadway then parking bay costs are applicable)

- Footpath and/or Verge
 Parking Bays, how many bays: _____
 Lane Closure, how many lanes: _____ or
 Full Road Closure

Equipment to be used: (if in Malls, refer to Application Kit for specific requirements)

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Parking

Number of Vehicles	
(Vehicle registration required for Mall entry)	

Description and Purpose of Proposed Works

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IMPORTANT (also see application kit for more details)

- An application fee for each permit is applicable: Standard \$72, Road Closure \$140, Major Filming \$256.50.
- You must provide a detailed Traffic Management Plan for lane or road closures;
- Applications for Standard Permits must be received 2 full business days before activity takes place;
- Applications for Road Closures, Major Filming or excavations in the Malls must be received 15 full business days before the activity takes place;
- Road closures require an advertisement in the newspaper, the cost incurred will be met by the applicant.

Applicant's Signature and Date (I have read the Application Kit)

This Application form expires 1 July 2012, please obtain a new Kit after this date.

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Please select how you would like to receive the permit: Fax or Email or I will pick up the permit.