

Administration

Cnr Gilmore Ave & Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966

Hours Mon–Fri 8:30am–4:30pm | **Telephone** Mon–Fri 8:00am–5:00pm 08 9439 0200**NRS** 133 677 (hearing/speech impaired) | **TIS National** 131 450 (Translating and Interpreting Service)

customer@kwinana.wa.gov.au | www.kwinana.wa.gov.au



APPLICATION FOR VERGE PERMIT

The City of Kwinana is collecting the personal information requested in this form (including your name, email address, phone numbers and property address details) for the purpose of processing and facilitating your application for a verge permit. If you choose not to provide your personal information, we will be unable to process your application for a verge permit.

The City will use or disclose this information to assess and administer your application and permit, and for other purposes authorised or required by law in accordance with the *Privacy and Responsible Information Sharing Act 2024*. The City may usually disclose this information to its contractors, service providers and other government agencies where necessary to administer the permit or where authorised or required by law. If you require assistance using this form, please email customer@kwinana.wa.gov.au.

You may request access to your personal information by contacting us at customer@kwinana.wa.gov.au. For further information on how we manage your personal information or how to make a privacy complaint, please refer to the City of Kwinana Privacy Policy.

OFFICE USE ONLY

Application number

Application fee

Receipt number

All sections to be completed in full by the applicant.

1. PROPERTY THAT THIS APPLICATION REFERS TO

Property street address

Unit No

Street No

Lot No

Street Name

Suburb

Postcode

2. DETAILS OF BUILDING WORK OR PURPOSE OF USE OF VERGE

Description of the purpose for use of verge.

3. MATERIALS TO BE STORED ON VERGE

*Note: 1. No asbestos or loose rubbish to be stored on verge at any time.**2. Safety fencing may be required*☐ Bricks ☐ Cladding/Roofing ☐ Concrete/stone ☐ Paving ☐ Sand☐ Timber ☐ Steel/Aluminium ☐ Sea Container ☐ Fencing

Will a waste bin be located on verge?

☐ No☐ YesIf yes, size (m³)

Will a storage container be located on the verge?

☐ No☐ Yes

If yes, length (m)

4. APPLICANT DETAILS

Surname

Other Names

Company (if applicable)

Property street address

Unit No

Street No

Lot No

Street Name

Suburb

Postcode

Phone

Fax

Mobile

Email address

5. OWNER'S DETAILS (IF DIFFERENT TO APPLICANT)

Surname		Other Names	
Company (if applicable)			
Property street address	Unit No	Street No	Lot No
Street Name			
Suburb		Postcode	
Phone		Fax	
		Mobile	
Email address			

6. DURATION OF PERMIT

An application fee is required to be paid on submission. Please see [Fees and charges](#).

Note: Fee for area use will be calculated by the City's officers on the verge area at \$1 per square metre x number of months or part thereof.

Commencement Date / / Duration Number of months

Please attach a detailed plan of the verge, including dimensions.

Note: This area will be confirmed by a City Officer as part of the approval process.

7. GENERAL CONDITIONS

- The permit is issued pursuant to the Local Government Regulations 1996 (Uniform Local Provisions)
- The permit is valid for the period specified in item 6 of this application.
- The permit holder must ensure that the thoroughfare (including the verge) is kept safe for the public to use at all times.
- Footpaths are to remain clear of all bins and building materials and remain safe for pedestrians at all times. Where there is no footpath, a safe and clear access of a minimum width of one (1) metre along that part of the verge immediately adjacent to the kerb must be maintained.
- Vehicles and trailers must not block footpaths. The City's Parking Local Laws apply and infringements may be issued.
- If a street tree is located on the verge a Tree Protection Zone must be erected and maintained for the duration of the permit.
- Nothing in this permit authorises the removal of, or damage to a street tree, unless approval is specifically authorised in writing by the City.
- The permit holder must ensure that materials, such as sand, soil and cement are contained and do not leak or leach into the City's drainage system.
- The permit holder must ensure that deposited material is sufficiently lit during darkness to ensure the safety of persons using the street.
- Roadways to be kept clear of all building materials and operational at all times.
- Site toilets must not be placed on the thoroughfare (including the verge).
- Site office and sheds must not be placed on the thoroughfare (including the verge).
- No building activity is to be carried out on the thoroughfare or verge area.
- Bulk bins and building materials may be placed on the verge area subject to them:
 - Not being placed in such a way as to obstruct or overhang a footpath, carriageway, access way or driveway;
 - Not causing a sight obstruction for vehicles or pedestrians;
 - Not causing damage to any City property in the verge such as a sign, kerb, footpath, street tree or garden maintained by the City;
 - Not causing an obstruction or damage to a manhole, inspection pit, fire hydrant, water or gas valve, electrical substation, drainage gully, water channel or other service in the verge area for which access may be reasonably required; and
- Bulk bins must be removed within 72 hours of being filled and must be covered to stop materials being blown out of the bins and onto the verge.
- On completion the verge area is to be cleared of all materials and returned to the level before demolition/building work commenced or as otherwise approved by the City.
- Other site specific conditions as may be required following confirmation with the applicant, e.g. site line restrictions near an intersection.
- A sign must be displayed with applicants name and contact details.
- Unauthorised use of a verge or without a valid permit may attract penalties including an infringement to a maximum of \$5000, with a daily penalty of \$500, in accordance with the Local Government Regulations 1996 (Uniform Local Provisions)**

8. CONFIRMATION OF CONDITIONS BY APPLICANT

As the Verge Permit Holder, on payment of the required fee, I agree to abide by the Conditions of a Verge Permit.

Signature of Applicant: Date