

## Fees and charges

Fees and charges are set annually in the City's Schedule of Fees and Charges and include:

- an application fee (nonrefundable); and a
- monthly fee for storage of materials and waste bin of \$1 per month per square metre minus approved deductions (minimum 12 months).

**Note:** At the time of lodgement of application for a verge permit, the proponent is only required to pay the application fee. The City will confirm the rateable area minus deductions i.e. max 3m wide crossover, footpath (min 1m footpath clearance if there is not one existing), any landscaping i.e. trees, light-pole and service pits. The applicant is to then arrange payment to enable the application to progress to approval issue.

## Inspections and penalties

An initial inspection will be undertaken to ensure the verge is suitable to use for the storage of materials and note the condition of it. An inspection will also be undertaken following completion of the works to ensure the condition of the verge has been maintained in compliance with the verge permit.

Where a verge is not being used in accordance with the conditions of the Verge Permit, the City may cancel the Permit or issue an infringement notice to the Permit holder and request that the situation be rectified within a given timeframe.

## Traffic management plan

A traffic management plan may be required for high vehicle traffic areas or difficult-to-access sites.

## Parking of site work vehicles

Work vehicles may be parked on the verge adjacent to the property provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a footpath. Vehicles or trailers blocking footpaths may be issued with an infringement without warning.

## Further information

You may request the documents by telephoning the City of Kwinana on **9439 0200** or visiting the City's website at:

[www.kwinana.wa.gov.au/building-portal](http://www.kwinana.wa.gov.au/building-portal).

## Guidelines – Verge Permit

### Administration

Cnr Gilmore Ave & Sulphur Rd,  
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PO Box 21, Kwinana WA 6966  
Hours Mon-Fri 8.30am-4.30pm

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## Purpose

**The City recognises that during the construction and development of properties there is a need to use the space on verge areas while construction is taking place.**

Equally, costly damage to City property in the road reserve area such as the road pavement, kerbs, footpaths, drains, street trees and plants is often caused by building and/or demolition works.

The City receives complaints from residents regarding the inability to use footpaths because of obstructions on verges and footpaths.

To help protect and preserve the City's verges and reduce incidents of obstruction, the City of Kwinana's Local Law – Activities in Thoroughfares and Public Places and Trading Local Law 2011, allows for a Permit to be issued for certain activities, including the storage of building materials, placement of waste bins and storage containers and other items, in a controlled manner.

## Placement of building materials and storage containers

- ✓ **do** adhere to the conditions of your Permit;
- ✓ **do** ensure no damage is caused to any City property in the road and verge area such as a sign, kerb, footpath, street tree or garden maintained by the City (a permit may require fencing to protect street trees);
- ✓ **do** prevent any materials flowing or leaching into the City's drainage system or otherwise causing damage to the City's infrastructure;
- ✓ **do** ensure no building activity takes place in the verge area e.g. cutting, mixing, preparing or assembling. All work must be undertaken within the building site;
- ✓ **do** ensure when you have finished using the verge it is clear of all materials and reinstated to the satisfaction of the City;
- ✓ **do** cover your bulk bin to prevent wind borne litter and illegal dumping;

- ✗ **don't** obstruct any manhole or service access point in the verge area for which access may be required;
- ✗ **don't** place materials (including vehicles) in such a way as to obstruct or overhang a footpath, carriageway, access way or driveway;
- ✗ **don't** place site offices, sheds or toilets on the verge;
- ✗ **don't** place any materials on any other verge or property; and
- ✗ **don't** store materials in such a way that does not cause any sight obstruction to both vehicles and pedestrians;

## Rubbish, litter and bulk rubbish bins

All rubbish must be placed in an appropriate waste container, such as a bulk rubbish bin and not stored in loose piles which can spread. Penalties under the Litter Act 1979 may apply.

## Temporary fencing

As a condition of a Verge Permit, you may be required to install a temporary fence on the verge around the building materials to protect the public from hazards associated with the building materials.

## Applying for a Permit

Generally, the following items need to be included when you submit the Verge Permit Application Form:

- name of the person, company or party responsible for the use of the verge (this is usually the owner or builder);
- a brief description of what the verge area will be used for - e.g. access to the site, storage of material, storage of bulk bin;
- a site plan showing the verge, cross-over location, all infrastructure and trees; and
- The date you wish storage to commence, otherwise the date of approval will be the start date.

## Verge Permit duration

A Verge Permit will generally be issued for the period required by the applicant, but the minimum period is 12 months to a maximum of 24 months.

