

Obstruction Permit Application Form



Who Requires an Obstruction Permit?

- Any person obstructing a part of a public thoroughfare e.g. roads, footpaths or verges with equipment such as cranes, cherry pickers, ladders (some exemptions apply), mobile scaffolding, skip bins, excavation works and filming requires a permit.
- Obstructing parking bays with anything other than licensed vehicles also requires a permit.

Exemptions

Permits are not required for the following activities, however safety devices such as traffic cones and/or bunting may be required to ensure public safety:

- Using ladders, provided they allow 1.5 metres of clearance for pedestrians to move past if set up on a footpath, and do not encroach onto the road or a parking bay.
- Surveying using surveying equipment and a tripod, as long as 1.5 metres of clearance is maintained for pedestrians on affected footpaths.

Working Hours

Permitted working hours depends on work purpose, and expected disruption to traffic, pedestrians, and properties. In general, work hours are dictated by the noise regulations applicable to the City.

After Hours Works

The Environmental Protection (Noise) Regulations 1997 allows for construction noise to be created between 7am and 7pm on any day which is not a Sunday or a public holiday. Any construction activities that generate noise outside the Regulation hours must obtain an approval from the City's Environmental Health Services team on 9237 9222. No obstruction permit for work generating noise out of hours will be issued without approval from the Environmental Health Services department.

Road closures

A Traffic Management Plan (**TMP**) is required for obstructions involving on-road closures. TMPs must be prepared by an accredited traffic management company/designer. Furthermore, please note that:

- Road closures on distributor and or higher order roads are generally not permitted during peak hour traffic (7am-9am and 4pm-6pm on weekdays); exemptions may apply.
- Applicants are solely responsible for all costs associated with the closure, including any damage caused by the operations.
- All parties directly affected by the closure, must be notified at least 5 days prior to start of implementation (see **Notification section** below for more details).
- All road closures impacting, or located within direct proximity of, signalised intersections; would require approval from Main Roads Western Australia (MRWA). MRWA requires **15 working days** to process approvals. All proposed **TMPs** must first receive support from the City, prior to seeking MRWA approval. Please allow adequate project planning time to accommodate this.
- To find out whether any further requirements apply to your particular work please contact Traffic and Development on 9237 9222.

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Notification

All properties directly affected by proposed works (excluding skip bins) must be notified in writing at least five (5) days prior to commencement. Applicants may also be required to seek written consent from property owners.

Written notification given to affected properties, must include:

- Details of company(s) directly undertaking works, traffic management company responsible for designing and implementing the closure;
- Phone number and contact detail of on-site representative; which must remain open and available at all times during works to address any complaints, and take action as required;
- Succinct work description; providing date, time, duration, and scope of works/closures;
- Depending on closure extent, City may also require detour routes be included in outgoing notification letters.

City may request draft notification letter be sent to Traffic and Development, for review; prior to distribution. City may also provide list of addresses requiring notification. For full road closures, applicants may be required to implement Variable Message Boards (VMBs) informing road users of upcoming closure at minimum Five (5) days prior to closure; at the City's discretion.

Permit Reissues

All City of Subiaco obstruction permits are issued for a maximum period of Three (3) Months. Should further duration be required, a **reissue fee of \$183.57** will be charged for **each** extension. A permit can only be reissued Three (3) times, in a single 12-month / 1 calendar year period. After which, a completely new permit is required, with associated costs. Issued obstruction permits which have **never** been used due to unforeseen circumstances, are able to be adjusted at no fee to the applicant.

It is within City's discretion to deny permit extensions, if works were found to be lacking in its compliance under the given permit conditions.

City reserves all right to cancel an obstruction permit, at any time.

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How to Apply for a Permit

1. An obstruction permit application form can be obtained by contacting Traffic and Development at 9237 9222, or in person at the City of Subiaco Administration Centre, Level 2 388 Hay Street, Subiaco or via the city's website at www.subiaco.wa.gov.au.
2. Complete the application form with all required information, attaching all relevant diagrams and or plans associated.
3. Send these documents via email to city@subiaco.wa.gov.au ; or fax, post, submit them in person to: Traffic and Development, City of Subiaco, PO Box 270, Subiaco WA 6904.

Processing Time

- **5 full business days** are required for obstructions not involving any traffic management
- **10 full business days** are required for obstructions involving a full traffic management plan
- **21 full business days** are required for applications that require Main Roads approval

Please note:

- Processing time will only begin once all requested documents, information and clarifications have been received; to City's satisfaction
- Late applications will not be processed, and applicants will not be informed
- Payment will only be requested upon full processing and approval of the obstruction by all pertinent internal sections of the City. Early payments will not be accepted.

Permit Fees

Obstruction permit fee required is dictated by the applicant type; along with duration and extent of proposed obstruction. All fees indicated are GST inclusive, with final applicable fee to be advised directly to the applicant; once permit is ready for payment and issue.

Residential Applicants

- Short Term Obstruction Permit - Residential (1 week or less) \$40.68/application
- Long Term Obstruction Permit - Residential \$122.03/application

Commercial Applicants

- Obstruction Permit – Commercial \$183.57/application

All Applicants

- Obstruction Permits requiring full Traffic Management Plan \$244.06/application
- Full road closures, over 4 weeks (*requires council approval*) \$1,923.29/application
- Permit re-issue(s) \$183.57/application

Additional commercial fees are applicable if paid parking bays are obstructed; with the amount to be advised accordingly. **Obstruction Permits are not to be used, for parking-intended purposes.** Commercial parking permits will be required for any vehicles parked in bays contrary to the posted parking restrictions. For parking, please obtain the City of Subiaco Application for Commercial Parking Permits. This form outlines parking fees and the permits required. Please contact Compliance Services on 9237 9222 for further information.

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Activity dependent conditions

Listed below are some additional conditions for common activities and equipment that require an obstruction permit.

Skip bin / sea container

- a) Bins can only be placed on verges or parking bays. Bins can only be placed on a laneway or road as a last resort, and may require a traffic control diagram to be submitted by a traffic management planner at City's request. Bins are also not permitted on driveways.
- b) Bunting or reflective material must be placed around the bin / sea container during the hours of darkness if the bin is placed within an on-street parking bay.
- c) The bin / container cannot be placed in a disabled parking bay, loading, bus or taxi zone.
- d) Timber plinths must be placed beneath the bin / sea container to protect the pavement.
- e) The area of operation is to be kept clean and free from debris at all times.

Cherry picker or crane

- a) The area of operation is to be kept clean and free from debris at all times.
- b) Outriggers must be placed on suitable plinths and the minimum plinth size must be 750x750x75mm for a point load of 2.7 tonnes.
- c) No lifting items over vehicles or pedestrians allowed.
- d) Sufficient protection must be placed underneath the stabilising legs to protect the pavement/road.

Excavation

- a) All sections of work must be left in a safe condition.
- b) Any damage to City infrastructure is to be reinstated to City's requirements and satisfaction.
- c) Traffic and Development must be notified on 9237 9222 once work is completed.

Scaffolding / gantries

- a) All joints, bolts, connections and protrusions must be suitably bound or otherwise protected, so they do not pose a danger or nuisance to the public.
- b) The scaffolding shall be set up to ensure minimal obstruction to pedestrian and vehicular access.
- c) Scaffolding must be visible during the night hours with appropriate lighting and illuminated barricades.
- d) Sufficient protection must be placed beneath the stabilising legs to protect the pavement/road.

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Applicant Name: _____

Company Name(s) (if applicable): _____

Contact Address: _____

Suburb: _____ **Post Code:** _____

Telephone: H: _____ W: _____ M: _____

Email: _____

Address of Obstruction: _____

Dates: ____/____/____ to ____/____/____

Applicants must submit their application 5 working days before works not involving any traffic management or guidance, 10 working days before works involving any traffic management, and 21 working days before works requiring Main Roads approval. Applicants will not be informed should any late submission(s) be unsuccessful.

Time: _____ (am / pm) to _____ (am / pm)

Noise Management Plan is required for works outside of 07:00am-07:00pm between Monday to Saturday; and for works on a public holiday. This must be submitted and approved by the City's Environmental Health Services section at 9237 9222 before an Obstruction Permit can be processed and issued.

Previous Permit Number: _____ (If obstruction have previously been approved)

Location of obstruction (please tick all applicable)

Footpath

Verge

Parking bays

- Number of parking bays required:

- Exact location of the parking bays required (attach pictures as required):

Road, number of lanes _____ (A traffic management plan, in accordance with MRWA Code of Practice, is required for any lane/road obstruction).

- Does the closure include traffic signals? (Circle one) Yes/No
(Note that closures that effect traffic signals require MRWA approval - Please allow for 21 working days total for permit approval)

Cause of obstruction (please tick one or more)

Skip bin / sea container (Please circle one)

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- Cherry picker (truck or trailer mounted _____)
- Crane (crane or truck mounted hiab _____)
- Excavation
- Mobile scaffolding
- Safety barricading
- Vehicle
- Other equipment: _____

Description of work (Required): _____

Checklist - building works / traffic management	Yes	No	N/A
Do you have a certificate of currency for public liability?			
Do you have 'Dial before you dig' plans? (Excavation only).			
Have you left 1.5m space for pedestrians? (Excluding full footpath closures).			
I agree to notify all affected properties and businesses, according to City's given notification guidelines; minimum five (5) days before commencement.			
Have you submitted a Noise Management Plan? (Required for construction works starting before 7am, finishing after 7pm, or occurring on a Sunday or public holiday). Contact Environmental Health Services on 9237 9222 for further details.			
Are you storing building materials overnight anywhere in the road reserve? If yes, complete the 'Application of excavation near and deposit of building material on a street' form and contact Building Services on 9237 9222. Obstruction Permits do not cover storage of materials.			

- a) The City of Subiaco is to be indemnified against any claim or action arising from the operation.
- b) The area of operation is to be adequately signed and barricaded from vehicles and pedestrians to the satisfaction of Council. Please liaise with the City of Subiaco Traffic and Development on via 9237 9222 or city@subiaco.wa.gov.au.
- c) It will be necessary to comply with the requirements of the Road Traffic Act Road Traffic Code 2000, AS1742.3 (2009) and MRWA Traffic Management For Works On Roads Code of Practice which can be found on Main Roads website www.mainroads.wa.gov.au (under 'Our Roads' 'Conducting Works on Roads' and 'Temporary Traffic Management').

Signature: _____