

Information for road or footpath obstructions

Who requires a 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.
- Signage - to place any signs in the road reserve requires written permission from Infrastructure Services.

Working Hours

The working hours permitted will be dependent on the type of work performed and disruption it may cause to traffic, pedestrians, businesses and residents. Typically the only restriction on working hours relates to when road closures can be implemented, and when construction activities that generate noise can occur as mentioned below. Road closures are normally not permitted during peak hour traffic (7am-9am and 4pm-6pm on weekdays), however some exceptions apply.

Noise

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

The organisation applying for full or partial road closures is responsible for all costs associated with the closure, including any damage caused by the operations. The applicant will also need to:

- Provide a traffic management plan by an accredited traffic management planner to the City at least 10 days prior to the closure (in addition to this application form). Please note that a generic Traffic/Pedestrian Control Diagram may be required for laneway/right of way obstructions in small sections and full footpath closures.
- Notify all people directly affected by the closure at least 5 days prior to the traffic management being implemented (see Notification section below).
- In addition to the above, any road closures that require changes to signalised intersections, or lane reductions at signalised intersections, require approval from Main Roads Western Australia. MRWA approval requires 15 working days to process. Traffic Management Plans approved by the City will be submitted to MRWA upon receipt. Please allow adequate project planning time to accommodate this.

There may be additional requirements from the City for closures taking place on distributor roads, over multiple days or during peak times. To find out whether any further requirements apply to your particular work please contact Transport and Infrastructure Development department on 9237 9222.

Notification

All people directly affected by the works (excluding skip bins/sea containers) must be notified in writing at least 48 hours prior to the operation. Those directly affected by a road closure need to be notified at least 5 days before the start of work. The applicant may be required to seek written consent from property owners affected by the proposed works in order for the permit to be approved.

Permit reissues

Applicants can have a permit reissued if the permit is for the same activity at the same location. Permits can be reissued up to 12 months after the date of the previous permit (fee applies). After 12 months a new permit will be required. Complete the application form and ensure the previous permit number is noted in the space provided. Furthermore:

- Residential permit reissues (for long term skip bins and sea containers) will not incur a fee.
- Commercial permit reschedules for works that have not yet commenced do not incur a fee provided the reschedule is within 3 months.
- Works intended to be carried out up to a period of 12 months are subject to 3 month reviews (no fee). Further conditions may be placed upon the permit after review.
- All other permit reissues incur an additional fee, and require three business days for processing.

How to apply for a permit

1. An obstruction permit application form can be obtained by contacting Transport and Infrastructure Development department on 9237 9222, in person at the City of Subiaco Administration Centre, 241 Rokeby Road, Subiaco or via the city's website at www.subiaco.wa.gov.au.
2. Forward by email at city@subiaco.wa.gov.au, fax, post or in person, your completed application to: Transport and Infrastructure Development, City of Subiaco, PO Box 270, Subiaco WA 6904.

Please note:

- **5 full business days** are required for obstructions not involving any traffic management
- **10 full business days** are required for applications which involve traffic management
- **21 full business days** are required for applications that require Main Roads approval
- Applications will only be processed once all documents have been received
- Late applications will not be processed

The application will be assessed, and if satisfied with the proposal, a permit with conditions will be prepared and sent by your preferred method.

Fees

If your application is approved you will receive a call advising you how to pay for and receive the permit. The fees (including GST) are as follows:

- | | |
|--|---------------------------|
| • Short term residential skip bins (one off, 1 week or less) | \$35.85 per application |
| • Residential permit | \$105.45 per application |
| • Building/commercial permit | \$158.20 per application |
| • Permit involving traffic management | \$210.95 per application |
| • Commercial re-issues and traffic management assessment | \$158.20 per application |
| • Full traffic management assessment and road closures over 4 weeks (requires council approvals) | \$1661.20 per application |

Short term residential skip bin permits are for one-off applications only. Any reissue or extension will incur a fee. If you expect that there will be multiple reissues for your skip bin it is recommended to apply for the standard residential permit.

Parking fees are applicable depending on the requirements of the operation. Obstructions other than vehicles in a ticketed parking bay will incur further commercial parking fees. Commercial parking permits will be required for any vehicles parked in bays contrary to the posted parking restrictions. For parking requirements 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.

Activity dependent conditions

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

Skip bin / sea container

- 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. Bins are also not permitted on driveways.
- Bunting or reflective material must be placed around the bin / sea container during the hours of darkness if the bin is placed in on street parking.
- The bin / container cannot be placed in a disabled parking bay, loading, bus or taxi zone.
- Timber plinths must be placed beneath the bin / sea container to protect the pavement.
- The area of operation is to be kept clean and free from debris at all times.

Cherry picker or crane

- The area of operation is to be kept clean and free from debris at all times.
- Outriggers must be placed on suitable plinths and the minimum plinth size must be 750x750x75mm for a point load of 2.7 tonnes.
- No lifting items over vehicles or pedestrians allowed.

- d) Sufficient protection must be placed underneath the stabilizing legs to protect the pavement/road.

Excavation

- a) All sections of work must be left in a safe condition.
- b) Transport and Infrastructure 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 stabilizing legs to protect the pavement/road.

Application to obstruct road, footpath or verge

Applicant name: _____

Business name (if applicable): _____

Address: _____

Suburb: _____ Post code: _____

Telephone: H: _____ W: _____ M: _____

Email: _____

Location / address of obstruction: _____

Date of work: ____/____/____ to ____/____/____

Applicants must submit their application 10 working days before works involving traffic management, or 5 working days before building works.

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

A Noise Management Plan is required for construction starting before 7am, finishing after 7pm, or occurring on a Sunday or public holiday.

Previous permit number: _____ (if applicable)

Location of obstruction (please tick one or more)

Footpath

Verge

Parking bays

- Number of parking bays required: _____
- Exact location of the parking bays 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 - min 15 working days to approve - Please allow for 21 days total for permit approval)

Cause of obstruction (please tick one or more)

Builders bin / sea container (Please circle one)

Cherry picker (truck or trailer mounted _____)

Crane (crane or truck mounted hiab _____)

Excavation

- Mobile scaffolding
- Safety barricading
- Vehicle
- Other equipment: _____

Description of work: _____

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 affected properties and businesses at least one day before works start.			
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 Building and Health 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 - contact Building and Health on 9237 9222.			

- 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 Transport and Infrastructure Development department.
- 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: _____