



**Local Government (Uniform Local Provisions) Regulations 1996
Road Traffic Code 2000
City of Nedlands Thoroughfares Local Law**

About this form

This application form must be used when applying to undertake any private activity and/or operation (works) on, over or under a public thoroughfare (road and/or verge and/or footpath) that requires or involves:

- obstruction of any portion of a public thoroughfare, including traffic management;
- the construction of any structure or thing on, over or under a public thoroughfare, whether temporary or permanent;
- hoisting activity on, over or under a public thoroughfare using a mobile hoisting device including EWP's and cherry pickers; or
- providing, erecting, installing or operating in or on any building, structure or land abutting a public thoroughfare any hoist or other thing for use over the thoroughfare.

Note: Please use either the Nature Strip Improvement Application form or the Vehicle Crossover Application form for all private nature strip/verge activities associated with construction of crossovers, landscaping (soft and hard), paving and general improvements.

How to complete this form

1. Ensure you have completed and filled out correctly all fields prior to submitting the application – failure to do so may result in delays in processing the application.
2. All documentation as listed in the Applicant Checklist (Part 12) must be submitted with the application – failure to do so may result in the application not being accepted.
3. The Application must be submitted at least ten (10) working days prior to the expected commencement of the proposed activity or operation (works).

Part 1: Type of application and nature of works/activities

Please tick one of the following options:

New

Amendment to existing permit - Permit No

Details of works to be carried out, materials to be lifted, work zone requirements etc.:



Part 2: Site/location details of works/activities

Street number

Lot number

Street name

DP/SP

Suburb name

Part 3: Applicant details

Title

Given name(s)

Family name

Business or Company name

Applicant's address

Postal address if different from above

Email address

Business phone number

Site contact name

Site contact number

Application fees are payable at the time of submitting the application.

Part 4: Public liability insurance

The City requires public liability insurance of at least \$20 million. The applicant must be named in the Policy as the insured person/company. A copy of the current Public Liability Insurance Certificate must be supplied with the application. The City may additionally require that it be named in the policy for certain activities.

Name of insurance provider

Cover: From

To



Part 5: Type of works/activities (please tick appropriate box)

Site based hoisting device	<input type="checkbox"/>	Concrete pumping boom	<input type="checkbox"/>	Building Work Zone	<input type="checkbox"/>
Mobile hoisting device	<input type="checkbox"/>	Scissor lift / EWP	<input type="checkbox"/>	Cherry picker	<input type="checkbox"/>
Traffic management	<input type="checkbox"/>	Directional drilling	<input type="checkbox"/>	Safety fencing/barricade	<input type="checkbox"/>
Other - please specify	<input type="text"/>				

Part 6: Area of road reserve where works/activities are to be conducted

Nature strip/verge	<input type="checkbox"/>	Road/carrageway	<input type="checkbox"/>	Footpath	<input type="checkbox"/>
Parking bays	<input type="checkbox"/>	Other - please specify	<input type="text"/>		

Part 7: Proposed dates and times

Period of works/activities:


Commencement (date)	<input type="text"/>	Expected completion (date)	<input type="text"/>
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Time of works/activities:

Commencement (time)	<input type="text"/>	Expected completion (time)	<input type="text"/>
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Part 8: Traffic and pedestrian management

Will any of the proposed work/activities obstruct any portion of a footpath or road/carrageway other than where you are legally permitted to park?

No Yes 


If yes, you are required to submit a traffic management plan (TMP) to the City to obtain approval to implement traffic and/or pedestrian management. The TMP must conform with the requirements of the 'Main Roads WA Traffic Management for Works on Roads - Code of Practice' and AS 1742.3 – 2009. All TMPs are required to be signed off by a Main Roads WA accredited Advanced Worksite Traffic Manager or Road Traffic Manager prior to submission.

Part 9: Work zones

Will any of the works/activities require the exclusive use of a portion of the road reserve for a period longer than five (5) days or the erection of a hoarding, barricade or gantry to protect the public in accordance with Part 3, Division 7 of the Occupational Safety and Health Regulations 1996?



Part 9: Work zones... continued

No Yes 

If yes, you are required to obtain approval to implement a work zone on a thoroughfare. Please submit a sketch plan of the road reserve indicating north along with the street address of adjacent properties, all existing City assets (signs, street trees, drainage pits, footpaths etc.), utility assets (power poles, traffic signs etc.), the dimensions of the proposed work zone to be implemented, location of structures (scaffolds, hoardings, gantry etc.) and any temporary vehicle crossovers. The plan shall also indicate the Tree Protection Zone (TPZs) for all street trees in accordance with AS 4970-2009 Protection of trees on development sites.

Hoardings/barricades – the City requires confirmation from a competent person (builder, licensed rigger or similar) confirming that the proposed hoarding/barricade is structurally adequate to withstand any likely applied loads and to prevent unauthorised access to the work zone or building site.

Gantries – the City requires signed certification by a suitably competent and qualified practising professional engineer for structural adequacy. Gantry access ways are to be designed to incorporate ramps, turning spaces and passing spaces in accordance with AS 1428 Design for access and mobility.


The maximum length of a work zone will be restricted to the length of the street boundary of the property where works/activities are being conducted. A TMP must be submitted in accordance with the requirements of Part 8 for the period the work zone is implemented. The City charges a fee of \$1.00 for each month, or part thereof, for each m² of public thoroughfare that comprises a work zone within an area enclosed to restrict public access.

- Site plan attached indicating all required information
- Signed certificate of adequacy for hoarding/barricade attached
- Signed certificate from suitably qualified engineer for gantry attached
- High Risk Work Licence with Photo ID for scaffolding attached

*Note that any sign displayed other than OH&S signs and builder's site boards on a hoarding, gantry, scaffold, fence of work structure within the view of public areas and that exceeds 1m² in area and will be in position for longer than three (3) months may require a separate planning application approval.

Part 10: Hoisting activities

Will any of the proposed work/activities involve hoisting over any portion of the road reserve?

No Yes 



Part 10: Hoisting activities... continued

If yes, please complete this section and Part 8.

- a. Give a brief description of the hoisting activity and equipment to be used (equipment name / type, width, length and other relevant information – see also Part 12):

- b. Length (m) of road or building frontage over which hoisting will take place:


- c. Name all road reserves over which any part of the hoisting device will operate including slewing, luffing and wind vaning:

- d. Type(s) of material / equipment / personnel to be hoisted:

- e. Will hoisting activities be undertaken over any portion of a road reserve for a period of more than five (5) days?


No Yes - if yes, please complete Part 9 to implement a work zone.

- f. Will any part of the hoisting device lift, swing, vane, luff or slew over private land or Council land other than a road reserve?

No Yes 

You will need to obtain your own access agreement with each affected landowner over which the device will operate or swing. The City is not responsible for obtaining the agreements affecting private land. You should commence this process early during site establishment processes to ensure delays are minimised. Note – the City of Nedlands has no statutory obligation to ensure that access agreements with private landowners have been obtained.


- g. If the activity involves an on-site tower or mobile crane is it required to be registered with WorkSafe WA?

No Yes 



Part 10: Hoisting activities... continued

If yes, has the item of plant or plant design been registered with WorkSafe WA?

No Yes 

Provide the Worksafe Plant/Design Registration Number here:

Part 11: Bonds

Where the applicant is required, or intends, to implement a work zone on a road reserve, it is recommended a dilapidation report be undertaken prior to commencement of any works/activities. A pre-works inspection of the City's assets and infrastructure can be arranged with the City's Civil Compliance Officer by calling 9273 3500.

Bonds for works zones are required to cover potential damage to footpaths, kerbs and road surfaces. Bonds are calculated on the following basis:

- Work zone/frontage length (m) x \$55.00 + pavement/footpath area (m²) x \$72.00 + \$500.00.
- Street trees within work zones are bonded individually at \$1,500.00. The City will not support the removal or detrimental pruning of any street tree, vegetation or landscape in the road reserve to facilitate a development. Street trees shall be protected in accordance with AS 4970.
- All other damage is reinstated by the City on a cost recovery basis on completion of the works/activities, with the City issuing invoice(s) to the applicant once reinstatement is complete.

Part 12: Applicant checklist

Where required, the following information has been provided to enable processing of the application:

- A copy of your current Public Liability Insurance Certificate in accordance with Part 4
- Traffic/pedestrian management plan in accordance with Part 8
- Work zone site plan in accordance with Part 9
- Documentation for hoardings, barricades and gantries in accordance with Part 9



Part 13: Applicant authorisation

By ticking this box I confirm that:

- Upon issuing of written authorisation by the City approving works/activities in the road reserve, the Applicant undertakes to hold the City of Nedlands indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damager, death or injury caused by, or in the course of or arising out of the use of the road reserve and the property of the City of Nedlands, during all periods when the reserve is being used for private works.
- I have read and understood the above information and I accept responsibility for ensuring compliance with the permit issued, City of Nedlands Local Laws, Statutes and any conditions pertaining to use of the Road Reserve and City Property on behalf of the afore named business.
- I understand that this form authorises the City of Nedlands to reproduce any documents associated with this application for internal purposes only.
- The information I have provided in this form is accurate.

Signature of authorised person: _____ Date: _____
(dd/mm/yyyy)

Permit Types	Residential & Commercial premises, including multiple lot developments		Application for Private Works on a Thoroughfare inclusive of Traffic Management Plan review	Fee: \$370.00
			Traffic Management Plan review only	Fee: \$222.00

Office Use Only

Receipt No	
Date Paid	