
3. Renew Existing Structure Permit

Complete this section for a renewal, go to item 8. Check List, provide a copy of Certificate of Currency.

Current Permit No.

2	0			/				
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Period Required (Months)

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4. New Structure Application

Where a Building or Demolition Permit (BDP) is required for the project and the BDP has not been issued, please do not lodge an application for a structure as it will not be processed. If the BDP has been issued then continue from 4.1. Otherwise, if the BDP is not required for the project, then continue from 4.2.

4.1 Building or Demolition Permit No:

2	0			/				
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4.2 Briefly Describe Purpose for Structure

5. Hoarding Details

Assemble Date (dd/mm/yy)

		/			/		
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Period Required (Months)

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Length (metres)

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Width (metres)

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Materials and External Finish:

6. Gantry Details

Assemble Date (dd/mm/yy)

		/			/		
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Period Required (Months)

--	--

Length (metres)

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Width (metres)

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Materials and External Finish:

7. Scaffold Details

Assemble Date (dd/mm/yy)

		/			/		
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Period Required (Months)

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Length (metres)

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Width (metres)

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Materials and External Finish:

8. Checklist

To avoid delays, please tick the appropriate boxes and ensure you have provided the relevant items:

- You must attach a scaled 1:100 architectural-type fully dimensioned site plan, showing the position and elevation of the structure in relation to the property boundary, including any street furniture.
- You must attach a copy of your Public Liability Insurance Policy 'Certificate of Currency', which is to have a minimum value of \$20,000,000 in respect to any single occurrence. In accordance with the Local Government (Uniform Local Provisions) Regulations 1996, the City of Perth is to be indemnified from any action or claim for damages arising from the works, construction, maintenance or use. The policy is to be provided by insurers having a financial performance rating of at least A- by Standard and Poor's (Australia) Pty Limited.

Hoarding

- Written confirmation or a signed certificate from a competent person such as a builder or licenced scaffolder must be attached, confirming that the proposed hoarding/fence is structurally adequate to resist any likely applied loads and to prevent unauthorised access to the building site.
- Where the hoarding/fence protects an excavation of depth exceeding 500mm, a signed certificate by a practising Professional Engineer who is a member of the Institution of Engineers Australia, confirming structural adequacy and complying with AS/NZS 1170, is attached together with the membership number.
- Where a free standing fence is proposed, the fence has been designed so that the support shoes do not create a trip hazard to pedestrians; they will be rotated or contained within the worksite and the fence will be appropriately braced.

Gantry

- A signed certificate or signed drawings from a practising Professional Engineer who is a member of the Institution of Engineers Australia, must be attached together with the membership number, confirming the gantry has been designed for appropriate loadings, is fit for purpose, is structurally adequate and has appropriate public protection.
- Gantry access way has been designed to incorporate ramps, turning spaces and passing spaces in accordance with AS 1428 'Design for access and mobility'.

Scaffold

- A signed certificate or signed drawings by a licenced scaffolder holding the appropriate class of a current High Risk Work Licence must be attached, confirming the scaffold is appropriately designed for structural adequacy. A copy of the High Risk Work Licence and Photo ID is also to be attached.
- Where the scaffold is to be tied to a heritage building or to an old building, a signed certificate by a practising Professional Engineer who is a member of the Institution of Engineers Australia, must be attached together with the membership number, confirming the structure will not adversely affect the building or any significant heritage fabric.

9. Payment Details

New Application – a non-refundable application fee of \$105.00 is payable for each structure type.

Renewal Application – a non-refundable application fee of \$105.00 is payable for each structure type.

An additional rate of \$1.00 per square metre per month, in accordance with Reg 6(8) of the Local Government (Uniform Local Provisions) Regulations 1996 will be charged for each structure.

Works bonds will be individually assessed and charged, based on the footprint of the total area occupied by the temporary structure. However, it may not be applicable if a works bond has already been paid to the City of Perth with the issue of a building or demolition permit or if this is a renewal of a structure permit.

An invoice for all fees and any bonds will be issued to the applicant by email. Payment method is shown on the invoice and all fees must be paid prior to the permit being issued.

10. Authorisation

By ticking this box I confirm the following:

- that this form has been completed in full and all relevant information is attached.
- I have read and understood the relevant sections of the 'Hoarding, Gantry and Scaffold Guidelines' and have enclosed the appropriate forms and certificates.
- Submit the application form and checklist.
- I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
- I have read and agree to abide by the associated Terms and Conditions. I also confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA)*.)

Signature _____

(for hardcopy submission only)

Date
(dd/mm/yy)

		/			/		
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Response time: 10 working days from date of 'completed' application being received.

This form is available in alternative languages and formats on request

11. Lodgement Options

In Person

City of Perth
Customer Service Counter
Ground Floor, 27 St Georges Terrace, PERTH

By Post

Development Approvals Unit
City of Perth, GPO Box C120
PERTH WA 6839

Office Hours – Monday to Friday 8.30am to 4.30pm (Except Public Holidays)

By Email

Email the completed form to building@cityofperth.wa.gov.au