

USEFUL INFORMATION IN APPLYING FOR A PERMIT TO OBSTRUCT A THOROUGHFARE



- **What is an obstruction?**
 - An obstruction is created when your work or activities impact the normal use of a thoroughfare such as a road, footpath, verge or reserve.
- **When will I need an obstruction permit?**
 - When the use of equipment such as cranes, EWPs, cherry pickers, ladders, mobile scaffolding, waste bins, hand tools, barriers, traffic cones or bunting obstruct a thoroughfare or when you are engaged in excavation works, filming in a public place or the use of remotely operated aerial vehicle such as drones.
 - Some activity types and sizes may be exempt from requiring an Obstruction Permit.
 - To find out more, please contact the Obstruction Approval team prior to applying.
- **Who needs to submit the application?**
 - Applications must be submitted by the contractor performing the works.
 - This person will be responsible for all fees, charges, works, applications, conditions, insurances, documents and restoration work.
- **Are there costs in applying for an obstruction permit?**
 - There are administration fees for the reviewing and issuing of an Obstruction Permit.
 - Other costs vary depending on the complexity of the works
 - A full list of the relevant fees and charges can be found at the [City of Perth Fees and Charges](#) .
- **Will I be required to pay a bond?**
 - A bond may be needed if your works or activity pose a risk of damage to any city assets, e.g. footpaths, reserves, furniture.
- **How long does it take to get the bond back?**
 - At the end of the obstruction period, an inspection will be conducted to assess the condition of the site. A bond return assessment will not occur until this inspection and the report is concluded.
 - If there is no damage to city assets, the bond will be refunded.
 - Repair costs will be deducted from the bond with any costs, if more than the bond, invoiced to you.
- **How long does an application take to process?**
 - Obstruction works vary in complexity; which means the time needed to process an application can also vary.
 - In general, the following minimum applies:
 - Standard Permit Processing – 5 full business days from receipt of the application and compliant documents.
 - Permits needing Main Roads WA (MRWA) approval – the City will initially assess Traffic Management Plans (TMP) within the standard processing time for the applicant to then submit to MRWA (allow 15 days for MRWA

- to assess and approve the TMP).
 - Applications that need more documents – a further 5 full business days from receipt of the last compliant requested document to continue the application process.
 - These times are relevant for an application that is correct, complete with the applicant having supplied quality documents within the requested time.
 - Incomplete and late documentation delays the application process
- **How can I help in the permit approval process?**
 - If unsure, discuss your application with the Obstruction Approval team before submitting.
 - Apply for your permit early with ample time before your works are due to start.
 - Submit all requested documents by the due date.
 - Ensure your documents and plans are complete and contain all the requested information.
 - Answer all questions honestly and accurately.
 - Be clear about what your works involve and the intent of your project.
 - Read and understand this Useful Information and Application General Terms and Conditions.
- **What documents, plans or maps may I need to provide?**
 - The City may need specific documents to progress the assessment of your application depending on the risk, scale, and complexity of your works. For example:
 - Detailed Worksite Plan including dimensions, obstacles and possibly photographs.
 - Traffic Management Plan.
 - Traffic Control Diagram.
 - Noise Management Plan.
 - Pedestrian Management Plan.
 - Risk Management Plan.
 - Public Liability Certificate of Currency for the duration of the works.
 - Proof of advertising or public notifications.
 - Third party agency Proof of Notification.
- **Are there any special requirements for working in the city malls?**
 - The City of Perth pedestrian malls and Forest Place have unique features and risk, as such, there are special conditions placed on activities within these areas.
 - These could include limits on permitted vehicle types, vehicle movement times, weight limits, work times and durations, noise and environmental hazard management, site protection and restoration work.
 - Please discuss any special requirements with the Obstruction Approval team on 9461 3333 before submitting your application.
- **Will there be other conditions placed on my permit?**
 - The City may add conditions to your final obstruction permit depending on the risk, scale, and complexity of your event. For example:
 - Site restoration requirements.
 - Payment of a bond or City Services deposit.
 - Conditions around pits, barricades and signage.
 - Notification to impacted residents, businesses or users.

- Use of waste containers.
 - Noise and hazard management.
- **Does your work require the exclusive use of parking bays?**
 - You must show any parking bays that you need in your worksite plan. The City can reserve these bays after assessment and payment of the fees.
- **What will my permitted working hours be?**
 - Generally, the working hours for an obstruction permit will be from 7am to 7pm Monday to Saturday. This will depend on the work type, location and type of obstruction.
 - Some work may need to be performed after hours or on the weekend.
- **Will worksite noise change my permit application?**
 - Noise can affect those living, working or visiting near a work site. There are limits on the level and duration of created noise. You may be required to submit a Noise Management Plan.
 - In some circumstances, the applicant can apply for an exemption to these requirements made under the Environmental Protection (Noise) Regulations 1997.
- **Can I cancel or change my application after submitting it?**
 - In some circumstances you may cancel or make changes after submission.
 - Please discuss your change with the Obstruction Approval team prior to submitting your cancellation or changes in writing. Any cancellation or change request must be received and acknowledged by the City, in writing.
 - Some fees may qualify for a refund if you cancel, however the application fee is non-refundable.
- **Can the City cancel or alter my application or works?**
 - The City may cancel or alter an Obstruction Permit if:
 - there is a breach of the conditions of the Obstruction Permit approval;
 - there is false information in the permit application; or
 - the works pose an unacceptable risk to the City, the public or the environment.
 - The City reserves the right to close a worksite or restrict space in the worksite to:
 - remove an unsafe situation or condition;
 - manage an emergency or critical incident;
 - manage changes to fire, weather or security conditions;
 - undertake emergency repairs or maintenance; or
 - allow alternative use of the space.
 - The City will try to give reasonable notice and offer help to reschedule the works in all but serious breaches of the application conditions.
 - An authorised City of Perth officer shall have authority to terminate the works in the case of non-compliance, if in the reasonable opinion of the Officer the breach is likely to continue.
- **Can I apply for a permit extension?**
 - If your works are delayed, prior to the expiry of your current permit, you may apply for an extension.
 - Extension approval conditions depend on the complexity of your works and will determine how long an extension can be granted for.
 - Any extension is subject to approval by the Obstruction Approval team. Contact them early to discuss the requirements

- **Are there disability access requirements that I need to address?**
 - Your works must not create a pedestrian hazard. Disability access through the site must always be considered.
 - It is the responsibility of the applicant to ensure that the works follow the Federal Disability Discrimination Act 1992, the Western Australian Disability Services Act 1993, and Australian Standards AS1428.
 - If you have any queries, please contact the Disability Services Commission on (08) 9426 9200.
- **Where can I find further information?**
 - On our website: www.cityofperth.wa.gov.au.
 - Contact our Obstruction Approval team at the City on 9461 3333 or by email obstruction.permits@cityofperth.wa.gov.au