



## VERGE PERMIT APPLICATION FORM

A Verge Permit is required when carrying out building works within town sites where footpaths and/or kerbs are present and the value of works is over \$20 000 or for all demolitions and In-ground pools. In order to gain approval to use the verge and protect the Shire's infrastructure against damage for any purpose relating to building activities, you must complete this Verge Permit Application Form. The Shire will conduct a **pre-development inspection** of the verge area and when the work is complete a **post development inspection** (see Fees below).

A **refundable bond** (\$1000.00 for Residential and \$1500 for Commercial) is payable as security for any repairs or clean up the Shire must undertake to the verge/footpath/kerb area when works have been completed. A Verge Permit is valid for the same period of time noted on the approval for the demolition or building permit. When the work is completed the Verge Permit holder must notify the Shire by completing and returning the Notice of Completion and Bond Refund Form attached to the Building Permit which will result in the bond refund being processed.

<b>Address of the property this Verge Permit application is for</b>	
House Number	Lot Number
Street Name	
Suburb	Postcode

<b>Property Owner Details</b>	
First Name	Surname
Postal Address	
Phone	
Email	
Signature	

<b>Verge Permit Holder Details (Responsible Builder)</b>	
Name	
Postal Address	
Phone	
Email	
<b>As holder of the Verge Permit I agree to abide by the conditions of the Permit, as attached</b>	
Signature	Date

## **CONDITIONS OF VERGE USE DURING CONSTRUCTION/DEMOLITION**

### **Damage to Infrastructure**

You must not damage any infrastructure when using the verge or do anything that could potentially cause damage. This includes property owned by the Shire of Northam such as lids, grates and drainage, kerbs or footpaths (including hairline cracks) and property owned by other agencies such as gas, water, sewerage, telephone, cable services for TV, internet or electricity to name a few.

If you or a subcontractor damages the Shire's property you must inform the Shire of Northam immediately. The Shire can provide you with information on how the item can be repaired temporarily. The Shire will then repair the damage to its specifications and recover the costs from the bond you paid. If you damage property that is not owned by the Shire of Northam you must notify the owner or service agency (utility) concerned immediately. The affected service agency may have certain conditions that you must adhere to.

### **Drainage**

All materials, such as sand, soil, cement, rubbish and natural materials must not be allowed to enter into the Shire's drainage system. You must therefore ensure that all materials are stored in a manner that prevents them from being affected by wind drift or provide other safeguards to stop materials from entering the Shire's drainage system.

### **Storage of Building Materials**

You are able to store building materials on the verge. However, you must adhere to the following conditions:

- You must ensure that you have undertaken measures that prevent the stored materials from flowing or leaching into the Shire's drainage system or otherwise damage the Shire's infrastructure;
- Your materials must not be placed in such a way as to obstruct or overhang a footpath, carriageway, access way or driveway;
- You can not place any materials on any other property or verge;
- Your materials must be stored in such a way that does not cause any sight obstruction whatsoever, particularly to vehicles or pedestrians;
- You must ensure that no damage is caused to any Shire property in the road and verge area such as a sign, kerb, footpath, street tree or garden maintained by the Shire;
- You must store your materials in such a way that no obstruction or damage is caused to a manhole, inspection pit, fire hydrant, water or gas valve, electrical substation, power pole drainage gully, water channel or any other service in the verge area for which access may be required;
- Your materials must not be placed on a service in the verge area that is not covered with a trafficable lid;
- You must use the materials on the adjoining site within 48 hours of them being placed on the verge; and
- When you have finished using the verge you must leave it cleared of all materials including sand, and returned to the level before building work commenced.

### **Building Activity**

You are not allowed to carry out any kind of building activity whatsoever in the verge area. This includes work such as cutting, mixing, preparing and assembling. All work must be undertaken within the building site.

### **Street Trees**

If there is a tree or shrub on the verge you must maintain a clear area surrounding the tree so that there is no damage to the tree.

### **Verge Treatments**

The surface cover of the road reserve such as grass, mulch or gravel may only be disturbed if it is being replaced with a treatment permitted and agreed to by the Shire of Northam.

### **Rubbish, Litter and Bulk Rubbish Bins**

All rubbish must be placed in an appropriate waste container, such as a bulk rubbish bin and NOT stored in loose piles. You may be fined or prosecuted if you allow any litter to spread from your site to any other public or private property.

If you have a Verge Permit you may place your Bulk Rubbish Bin on the verge, but you must adhere to the following conditions:

- The bin must not obstruct or overhang a footpath, carriageway, access way, or driveway or cause any sight obstruction;
- It is placed on the road reserve that immediately adjoins the property being developed;
- No damage is caused to any Shire property in the road reserve area such as a sign, kerb, footpath, street tree or garden maintained by the Shire;
- No obstruction or damage is caused to a manhole, inspection pit, fire hydrant, water or electrical substation, drainage gully, water channel or other service in the verge area for which access may be reasonably required;
- The bin is not placed on a service in the verge area that is not covered with a trafficable lid; and
- The bin must not be placed on a verge more than 48 hours of being used, and has to be removed within 72 hours of being filled.

### **Public Access**

You must ensure that the area is available for public use at all times. In particular vehicles, trailers, bins and building materials must not block footpaths.

### **Modification of the Verge**

You are not permitted to make any modification to the road reserve area without the Shire's permission. This includes creating steep slopes or steps, changing the existing level of the road reserve or damaging the surface vegetation of the road reserve or underground services.

### **Parking of Vehicles**

Vehicles associated with the site works may be parked on the road reserve area. They can only be parked during working hours for the duration of the development and must not cause damage or obstructions. Vehicles or trailers blocking footpaths may be issued with fines without warning.

### **Temporary Fencing**

Depending on the location of your building site and/or the scale of the work being carried out, you may be required to install a temporary fence around the building site or road reserve area. This is to protect the public from hazards caused by building activity or storing materials. Such fencing is generally required if the area experiences high pedestrian traffic, is near a school or shopping centre or it is unsafe for pedestrians to walk in front of the site.

### **Crossovers**

If you have a Verge Permit you may install a temporary crossover, however this must be removed and the road reserve area reinstated to its previous condition when building/demolition has been completed. All redundant crossovers have to be removed and new crossovers installed as per the Shires Engineering Operations Department specifications. The remaining road reserve (verge) area has to meet the Shires Verge specifications.

### **Site Offices**

Site offices and sheds are not permitted to be placed on road reserve areas. These must be placed on the building site.

### **Toilets**

Under no condition will the Shire grant a permit for site toilets or any other temporary sanitary facility to be placed on road reserve areas. These must be placed within the building site.

### **Identification on Site**

The name and contact details of the builder and/or contractor must be displayed in such a manner that it is visible and legible from the kerb during daylight times.

### **Verge Permit Duration**

A Verge Permit is valid for the same period of time noted on the approved, Demolition Permit or Building Permit or maximum of 24 months.