



**THIS APPLICATION MUST BE COMPLETED AT LEAST 7 WORKING DAYS PRIOR TO COMMENCEMENT OF WORKS**

A Work Zone Permit is designed to aid the efficient and safe operation of construction, maintenance or related activities that have the potential to obstruct part of a public thoroughfare within the Town of Cottesloe. When it is not feasible for all activity to be accommodated within the site on private property, the Town of Cottesloe may consider a work zone permit.

<b>APPLICANT DETAILS</b>		
Name:		
Company/Business Name:		
Company/Business ABN:		
Address:	Suburb:	Post Code:
Phone: Mobile:	Work:	Home:
Email:		

<b>LOCATION DETAILS</b>	
Request to obstruct: <input type="checkbox"/> Footpath <input type="checkbox"/> Road <input type="checkbox"/> Verge <input type="checkbox"/> Car Bay <input type="checkbox"/> ROW	
Please note: This permit does NOT exempt applicant vehicles to park contrary to the Town of Cottesloe <i>Parking and Parking Facilities Local Law 2023</i>	
Obstruction type (e.g. temporary fencing, skip bin, vehicles):	
Number of car bays to be occupied:	For a period of:    day/s
Start date:	Start time:
Finish date:	Finish time:
Address of works:	
<b>NATURE OF WORKS:</b>	

**SKETCH OF WORK ZONE AREA/ ADDITIONAL DETAILS (including size of area)**

Size of Area: \_\_\_\_\_

**DECLARATION**

I understand all work must be carried out in accordance with the approved conditions and as the permit holder I agree to abide by the conditions stated on the permit.

Signature of Permit Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Fees	Fees Payable
Work Zone Application Fee \$110	\$
Work Zone Extension Application Fee \$70	\$
Parking Bay Hire (per car bay) - \$100 per day, \$350 per week (GST included) _____ car bays for _____ days	\$
Traffic Management Plan assessment fee is from \$179 (GST incl).	\$
Total Fee	\$

Please submit the completed form to [town@cottesloe.wa.gov.au](mailto:town@cottesloe.wa.gov.au). All fees associated with this application are to be paid prior to the commencement date.

Permits will be valid for a maximum of 14 consecutive days, after which a new permit application or an extension application shall be submitted. Extension applications must be submitted prior to the expiry of the current work zone permit. Should a permit be required to be reissued due to a change in the dates of the work a \$30.00 reissue fee is payable. Please submit all reissue requests by email to [town@cottesloe.wa.gov.au](mailto:town@cottesloe.wa.gov.au).

A Traffic Management Plan is required for any work that causes or has the potential to cause disruption, harm or injury to workers, road users and the general public.

A Work Zone bond may be payable at the discretion of the Town's Compliance Officer.

Office Use Only:                      Date Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Standard Permit Conditions:

1. Council must be notified in writing **72 hours in advance** of any cranes, pump trucks, concrete agitators etc. that cannot move on request.
2. The Permit holder shall ensure safe access for pedestrians is maintained at all times. This is to include signage to a clear and protected footpath of 1.2 metres minimum.
3. The Permit holder shall ensure no existing road sign or line is obstructed or rendered less effective by the equipment positioning.
4. Builder/Permit holder is responsible for providing the necessary signage and barriers to ensure safety of the public.
5. A letter advising of works, including details of any road/footpath/ROW closures shall be sent to all affected properties, at least 2 days prior to the works being carried out.
6. The erection and removal of equipment shall only take place between the permit start and end dates.
7. The equipment shall be erected, used and dismantled in accordance with the manufacturer's guidelines and relevant safety legislation.
8. The Permit holder shall ensure all personnel working with the equipment are competent and efficient and take all the relevant and necessary safety precautions.
9. All works shall be carried out in accordance with an approved traffic management plan (if applicable).
10. All street trees must be protected during the works by a barrier 2 metres around the base of the tree or to the satisfaction of Town's Compliance Officer.
11. The Town is to be indemnified against any claim or action arising from the works.
12. Environmental Protection (Noise) Regulations 1997 prohibit the emission of noise from a construction site at all times other than between 07:00 and 19:00 hours, Monday to Saturday (excluding public holidays). It is the builder's responsibility to inform all contractors and employees of these requirements.
13. Non-compliance with the conditions contained within this permit may result in further action being taken by the Town of Cottesloe.