GUIDE TO OBSTRUCTION PERMITS

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Who should apply?

All applications should be submitted by the contractor who is performing the work, and is responsible for ensuring the site is reinstated correctly. The City will not accept applications from traffic management companies.

What documents should I provide?

Pathway Obstruction Permit:

The City requires the following documents to process an Obstruction Permit for a Footpath:

1) A Pedestrian Management Plan
2) A list of photographs/Google Maps street view of any parking bays required
3) A copy of the applicants Public Liability Insurance Certificate of Currency – covering the period of works.

In addition to the above, any works occurring at the times below will also require a noise management plan (further information regarding Noise Management plans is available in the Information and Examples section of this Document):

1) Before 7:00am (Monday – Saturday)
2) After 7:00pm (Monday – Saturday)
3) Sunday (anytime) / Public Holidays

Road Obstruction Permit:

The City requires the following documents to process an Obstruction Permit for a Road:

1) A Traffic Management Plan
2) A list of photographs/Google Maps street view of any parking bays required
3) A copy of the applicants Public Liability Insurance Certificate of Currency – covering the period of works.

In addition to the above, any works occurring at the times below, will also require a noise management plan (further information regarding Noise Management plans is available in the Information and Examples section of this Document):

1) Before 7:00am (Monday – Saturday)
2) After 7:00pm (Monday – Saturday)
3) Sunday (Anytime) / Public Holidays
If your permit effects the direction of traffic, you will also be required to:

1) Provide a proof of advertisement to be placed in the West Australian Newspaper.
2) A draft copy of a notification letter to businesses and residents, including details of the road closure, location, date and relevant contact person and telephone number.
3) A proof of delivery for the above notification letter – to be provided to all premises within a 100m radius of the road closure.

How long will my application take to process?

To ensure the City can issue your obstruction permit, we would ask that you submit your application within the timeframes below:

5 Working Days – The minimum timeframe required by the City of Perth to process an Obstruction Permit for a footpath.

20 Working Days – The minimum timeframe required by the City of Perth and Main Roads WA to process an Obstruction Permit for a road.

All applications submitted with a start date that is less than the above stated timeframes, may be charged a ‘Late Fee’ – however, this does not guarantee the City’s approval/issuing of the Obstruction Permit by the required date.

My permit is about to expire, can I apply for an extension?

Should your works take longer than expected, your current obstruction permit can be extended if we receive your notification before your current permit has expired.

How to apply for an extension:

1) Send an email to; obstruction.permits@cityofperth.wa.gov.au
2) Include your current obstruction permit number
3) Include the proposed extension date

The City can only extend a permit for a maximum of 1 month, and can only issue extensions once.
Information and Examples:

When should I apply for “out of hours” works?

1) Delivery of oversized plant machinery, or, structures that the authority may determine requires special arrangement to transport on roads
2) Emergency works to avoid loss of life or damage to property, or to prevent environmental harm
3) Maintenance and repair of public infrastructure where disruption to essential services and or considerations of worker safety do not allow work within normal hours
4) Public infrastructure works that shorten the length of the project and are supported by the affected community
5) Works where a proponent can demonstrate and justify a need to operate outside the recommended standard hours in exceptional circumstances, for instance safety or public amenity reasons

What information will I need to include within a Noise Management Plan?

If your works occur before 7am, after 7pm on a weekday or any time on a Sunday, you will be required to provide a Noise Management Plan. This should include, but is not limited to, the following information:

1) Details of dates and times of when the works will be undertaken and the duration of the works
2) Justification of why there is need to conduct works outside of ‘normal’ hours
3) A detailed schedule of works
4) A list of all identifiable sources of noise on the site which may be received at the nearest/most affected noise sensitive receiver
5) Predicted sound levels created by sources of noise, to be taken from the nearest receiver
6) Confirmation that all equipment used on site is the quietest that is reasonably available
7) Confirmation that the construction works will be carried out in accordance with: AS2436:2010 -Guide to Noise and Vibration Control on Construction, Demolition and Maintenance Sites
8) Details of how noise levels onsite will be monitored
9) Details of how noise complaints will be addressed
10) A copy of the notification letter to be sent to potentially affected, noise sensitive residents and businesses
What should my Pedestrian Management Plan look like?

Pedestrian management plans should always show the location of the works, how works are to be segregated from the public, position of signage.

Example:

What should my Newspaper Advert look like?

This is an example of a Newspaper advert required for a Road Closure. These adverts should include your Company Logo, location of the works, dates of the works, a map including the road closure and surrounding area, contact numbers and a brief description of the works taking place.

Example:

Your logo here

To facilitate a removal of a xxxx by xxxx, the City of Perth has approved the temporary closure of xxxx until xx on xxxx.

Please direct enquiries to xxxx on xxxx