



Work Zone Application

Introduction:

A work zone established by the City is provided to fundamentally service a construction site for the purpose of loading and unloading material. A work zone is not to be used as parking by any individual or for storage of materials, bins or any other item.

Should the City require the work zone space for other works, a written notice to suspend the work zone will be issued to your organisation two weeks in advance. Upon completion of the other works, the work zone could be reinstated if required.

All fees must be paid and all signage must be installed by the City before the work zone becomes operational.

Instructions: Please print clearly in the spaces provided.

1. Applicant Details

First Name

Grid for First Name input

Surname

Grid for Surname input

Business Name

Grid for Business Name input

Postal Address

Grid for Postal Address input (line 1)

Grid for Postal Address input (line 2)

State

Grid for State input

Postcode

Grid for Postcode input

Telephone (business)

Grid for Telephone (business) input

Mobile

Grid for Mobile input

Email

Grid for Email input (line 1)

Grid for Email input (line 2)

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## 2. Work Zone Details

Start Date

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End Date

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Site Address


State

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Postcode

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## 3. Application Requirements

Applicants must provide a site plan clearly showing the location of the proposed work zone including the length of road and the quantity of bays affected.

Site Plan Attached

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## 4. Payment Details

Separate invoices will be issued to your business by the appropriate Officers for payment to establish the work zone, the on-going parking hire fees and later for the removal of the work zone. The payment method is shown on the invoice.

Work zone fees are charged as follows:

1. An establishment cost will be determined after an on-site inspection by the City Officer. The cost will include alterations to infrastructure such as parking signage, associated road marking, street furniture etc. The City Officer will then issue an invoice for payment.
2. Parking fees will be determined by the parking Accounts Officer. The cost will include any ticket machine that may require relocation and the hire fees of parking bays. Charges will be in accordance with the current Schedule of Fees for the relevant financial year which changes annually. Accordingly, an on-going monthly fee is charged in advanced for the usage of the road reserve; per car bay or per 6.5 metre length. The parking Accounts Officer will issue the on-going monthly invoice for payment.

Note:

- a. Road Reserve includes any part of the road, verge or footpath.
  - b. Fees are charged for the usage of the road reserve regardless of whether the bays are marked or unmarked or whether the area is paid parking or free parking.
3. When the work zone is no longer required, a removal cost will be determined after an on-site inspection by the City Officer. The City Officer will then issue an invoice for payment.

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## 5. Applicant Authorisation

By ticking this box I confirm the following:

- that this form has been completed in full and all relevant information is attached
- I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
- that 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)*).
- I have provided a site plan clearly showing the location of the proposed work zone, including the length of the road and quantity of bays affected.

Signature \_\_\_\_\_

(for hardcopy submission only)

Date  
(ddmmyy)

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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**

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## 6. Lodgement Options

### In Person

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

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](mailto:building@cityofperth.wa.gov.au)

### By Post

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