

📍 Council House, 27 St Georges Terrace, Perth
✉ GPO Box C120, Perth WA 6839
☎ (08) 9461 3333
☎ 1300 889 613
@ info@cityofperth.wa.gov.au
🖱 www.perth.wa.gov.au
ABN 83 780 118 628



Application for Work Zone Permit in City of Perth Parking Car Park

Instructions: Please print clearly in the spaces provided.

- The application will not be considered unless it is signed and dated
- Payment by credit card; a period of at least **five (5) business days** is required to process applications (including payment)
- Payment by invoice; a period of at least **twenty (20) business days** is required to process applications (including payment)

1. Customer Details

Organisation Name

Contact Name

Street Address

State

Postcode

Postal Address

State

Postcode

Mobile

Telephone (business)

Email

ABN

2. Work Zone Details

Name of car park

Address of car park

Purpose/nature of work to be carried out

Proposed start date & time

Proposed finish date & time

Area of car park required (please provide bay numbers and/or description of the area required within the car park)

Are vehicles required to be parked in the work zone area i.e., utility, truck, mobile crane, etc.?

☐ No

☐ Yes, number of vehicles to be parked:

Vehicle registration number(s):

3. Payment Details

Please indicate your preferred payment method:

- ☐ Cash (payable at the Customer Service Centre, Ground Floor, Council House)
- ☐ Cheque (made payable to the City of Perth)
- ☐ Credit Card (Visa, Mastercard or Amex)
- ☐ Invoice (bank transfer to City of Perth)

Credit Card payment:

For security reasons, the City of Perth cannot accept written credit card details. Therefore, please provide the name as displayed on your credit card, and tick below to authorise the City of Perth to debit that credit card. **The City of Perth will contact you to obtain your credit card number.**

Name on card (Your application cannot be accepted with credit card numbers).

Date
(DD/MM/YYYY)

4. Customer Authorisation

- ☐ By ticking this box, I confirm I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
- ☐ By ticking this box, I confirm 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).)

Response Time: Two (2) working days from date of receipt.

Signature _____
(for hardcopy submission only)

Date
(DDMMYYYY)

This form is available in alternative languages and formats on request

Terms and Conditions

1. No work is to commence until a Work Zone Permit is issued.
2. The Work Zone Permit is valid only for the date/time and location stated on the Permit and is to be used only by the authorised holder.
3. The Work Zone Permit must be in the possession of the driver/operator of the vehicle(s) at all times and be available for inspection by any authorised officer of the City of Perth or a police officer on request.
4. Your business shall indemnify, and keep indemnified for the duration of the operation, the City against all loss of or damage to the property of the City, and from and against any claim, demand, action or proceeding that may be brought by any person against the City or the employees, professional consultants or agents of the City in respect of personal injury to, or the death of any person whomsoever, or loss of or damage to any property whatsoever arising out of the operation, and also from any cost and expense that may be incurred in connection with such a claim, demand action or proceeding.
5. The area of operation is to be adequately signed and barricaded from vehicles and pedestrians. Signage must be installed prior to commencement of works. Signage must be removed from the premises upon expiry of the Work Zone Permit or the completion of works, whichever occurs soonest.
6. All traffic management plans are to comply with Main Roads Code of Practice and Australian Standards 1742.3.
7. Through traffic is to be maintained in the car park and surrounding roads at all times.
8. Barricades and flagmen must be used, if necessary, to provide for the safe movement of pedestrians and traffic around the area of operation.
9. Vehicles are not to be placed or maneuvered on the footpath or kerbing at any time, or obstruct any entry/exit.
10. Your organisation is responsible for identifying the location of irrigation and utility services, communications, cabling and wiring services internal and external to the facility. Any disruption to services as a result of works and the cost of reinstatement of the works/facility is your organisation's responsibility.
11. Completed sections of work must be left in a safe condition and your organisation is responsible for total reinstatement of works to the City's satisfaction.
12. Permit holders must comply with the Environmental Protection (Noise) 1997 Regulations. Operations which generate excessive noise should commence after 8:00am.
13. Permit holders must comply with the requirements of the Police Traffic Branch and Worksafe Western Australia.
14. If works extend outside of the car park a City of Perth Obstruction Permit will be required and will need to be applied for separately. Information regarding Obstruction Permits can be found on the City of Perth website.

15. All affected businesses and residents are to be advised in writing in advance of the works.
16. The footpath underneath any outriggers must be protected. Areas outside the barricaded work zone are to be kept free from debris at all times.
17. Vehicles are not permitted on the footpath or any pedestrian access way at any time.
18. Your business will be charged for the cost of any damage to, or cleaning of the footpath, roadway, car park or verge, resulting from the conduct of the operation.
19. The Council reserves the right to withdraw its permission without notice, should the operation cause a safety concern or undue pedestrian congestion.
20. Permits are not to be photocopied or reproduced under any circumstances.
21. Permits are non-refundable.
22. Any work undertaken outside the allocated hours, will be liable to prosecution.
23. The above conditions have been imposed to ensure the safe and orderly conduct of the event.
24. Commencement of work acknowledges acceptance of this agreement and the associated terms and conditions.
25. The City will assess all applications for accuracy, content, third party requirements and risk to determine any further conditions, or approval process.

FEES

Current rates can be found at www.cityofperthparking.com , current year Fee Schedule.

Parking vehicles in bays outside the work zone will incur the standard car park rates. These rates differ from car park to car park.

A flat rate administration fee will be charged, per application.

A flat rate inspection fee will be charged per site visit. For on-going works, there will be a charge per site visit, as required.

If lost or destroyed, a replacement permit will be issued at the discretion of the City of Perth at a cost per permit.

Requests for amendments or extension to The Work Zone Permit must be lodged in writing with a minimum of two (2) working days' notice. Amended permits are reissued at a cost per permit, additional administration fee and site visit fee will also be charged.

BOND

Approval of the Work Zone Permit will be subject to the payment of a bond. The bond is intended to cover the cost of damage to, or cleaning of the footpath, roadway, car park or verge, resulting from the conduct of the operation.

Bonds are calculated on a case-by-case basis based on the nature of the work involved. Please contact the City of Perth Facilities Team on 9461 3282 for details of any bond required. You will be advised of the bond amount (if any) upon receipt of your Work Zone Permit application.

The bond will be held and released by the City of Perth to the authorised permit holder as stated on this application.