



# Verge Permit Application

A Verge Permit is required when carrying out building and/or demolition works within the City. In order to gain approval to use the verge and to protect the City's infrastructure and assets against damage you must complete this Verge Permit Application Form. The City will conduct a pre-development inspection of the verge area and when the work is complete a post-development inspection (see Fees overleaf). A refundable bond is payable as security for any repairs or clean up the City must undertake after your work has been completed. The Verge Permit applicant must contact the City in writing to apply for a bond refund at the conclusion of the work. **Completed applications along with any supporting documents can be emailed to: [development@stirling.wa.gov.au](mailto:development@stirling.wa.gov.au)**

## What is the address of the property that this Verge Permit application is for

House Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Suburb: \_\_\_\_\_

## Property owner's name and address

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Verge Permit Applicant details

Name: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ \*\*Email: \_\_\_\_\_

As the Verge Permit holder I agree to abide by the Conditions of the Permit, as attached.

\*\*I acknowledge and agree that the email address that I have provided in lodging this application is the email address to which I will accept any communications from the City of Stirling in relation to this application, including the notice of determination.

Signature of Verge Permit applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Bond Payee details (Person/company to receive the bond refund/invoice if damage in excess of bond)

Name: \_\_\_\_\_ Signature of bond payee: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

## Please X what works this application form relates to

Demolition  Building  Swimming Pool  Front Fence  Retaining Wall  Additions  
 Alfresco  Other (please describe) \_\_\_\_\_ Value of Works \$ \_\_\_\_\_

Site plans MUST be attached before the application can be processed. Please see reverse for additional information and conditions.

**Use of the verge is not permitted until payment has been received and a verge permit has been issued by the City.**

## Verge Permit Conditions

1. The permit is issued pursuant to the City of Stirling Thoroughfares and Public Places Local Law 2009
2. The permit is granted for a period of 2 years from the date of issue.
3. In accordance with Council policy the City requires the payment of a refundable bond before issuing a verge permit. (Please refer to the Council policies and Verge permit application form for details).
4. The permit holder must ensure that the thoroughfare (including the verge) is kept safe for the public to use at all times
5. Footpaths are to remain clear of all bins and building materials and remain safe for pedestrians at all times. Where there is no footpath, a safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb must be maintained.
6. Vehicles and trailers must not block footpaths. The City's Parking Local Laws apply and infringements may be issued.
7. If a street tree is located on the verge a Tree Protection Zone must be erected and maintained for the duration of the permit. Please see the Street Tree Protection Information sheet for further information.
8. Nothing in this permit authorises the removal of, or damage to a street tree, unless approval is specifically authorised in writing by the City.
9. The permit holder must ensure that materials, such as sand, soil and cement are contained and do not leak or leach into the City's drainage system.
10. The permit holder must ensure that deposited material is sufficiently lit during darkness to ensure the safety of persons using the street.
11. Roadways to be kept clear of all building materials and operational at all times.
12. Site toilets must not be placed on the thoroughfare (including the verge).
13. Site office, sea containers and sheds must not be placed on the thoroughfare (including the verge).
14. No building activity is to be carried out on the thoroughfare or verge area.
15. Bulk bins and building materials may be placed on the verge area subject to them:
  - a. Not being placed in such a way as to obstruct or overhang a footpath, carriageway, access way or driveway;
  - b. Not causing a sight obstruction for vehicles or pedestrians;
  - c. Not causing damage to any City property such as a sign, kerb, footpath, street tree or garden maintained by the City;
  - d. Not causing an obstruction or damage to a manhole, inspection pit, fire hydrant, water or gas valve, electrical substation, drainage gully, water channel or other service in the verge area for which access may be reasonably required; and
  - e. Not being placed on a service that is not covered with a trafficable lid;
16. Bulk bins must not be placed on a verge more than 48 hours of being used, and are to be removed within 72 hours of being filled.
17. On completion the verge area is to be cleared of all materials, rubbish, sand and the like and returned to the level before demolition/building work commenced or as otherwise approved by the City.
18. The permit holder must display on site a sign with the applicant's name and contact details.
19. The applicant must contact the City in writing and advise when works are complete in order to apply for a refund of the bond lodged. The permit holder must notify the City's Verge Team in writing by post to 25 Cedric Street, Stirling WA 6021, or by facsimile: (08) 9345 8822 or by the on-line form found on the City's website or by email: [development@stirling.wa.gov.au](mailto:development@stirling.wa.gov.au).

## Fees

Type of Work	Inspection Fee	Refundable Bond
All Demolitions, building works, swimming pool installations, front fences, retaining walls	\$200	\$1,000
All Demolitions, building works, swimming pool installations, front fences, retaining walls and largest street tree* with a diameter breast height 100mm or less	\$200	\$2,000
All Demolitions, building works, swimming pool installations, front fences, retaining walls and largest street tree* with a diameter breast height 101mm or larger	\$200	\$4,000

\*If there are multiple street trees the bond amount will be based on the largest tree, no extra cost for additional trees.