

Excavation Permit

'Excavation' means a hole in the earth or a face of earth, formed after rock, sand, soil or other material is removed (such as a trench, ditch, shaft, well, tunnel, pier hole, cutting or caisson or a hole drilled in the earth).

'Excavation work' means work to make, fill or partly fill an excavation.

An Excavation Permit Application Form must be completed and submitted to the City of Stirling and an excavation bond of \$5,000 to be paid before any excavation works are undertaken on the road reserve.

Depending on the nature of the road, a separate approval may be required from Main Roads WA.

All requests for excavation works within the City of Stirling must be approved by the City 14 days prior to commencement of works.

In order to issue the Excavation Permit, the applicant is required to confirm that the following matters have been addressed:

1. That a Works Supervisor is overseeing the works and has a sound knowledge of:
 - a. how to identify and locate underground services
 - b. hazard identification and Risk management process for excavation work
 - c. Safe Work Practices for excavation work
 - d. Occupational Safety and Health legislation, and relevant Australian Standards.

A sign must be displayed identifying the person or body responsible for the work which will include a 24-hour contact phone number.

2. Existing underground services within the road reserve have been located.
 - a. The location of storm water, telecommunications, electricity, gas, water and sewerage services are to be established before work commences.
 - b. To locate electrical power overhead/underground cables, gas / sewer / water pipes, please contact Before you dig Australia.
 - c. If working in close proximity of overhead power lines, you will also need to consider Western Power restriction requirements.
 - d. To locate the City of Stirling's drainage infrastructure, contact the City's Engineering Design Business Unit on 9205 8555 [or submit your request online via](#)

<https://stirling.force.com/stirling/s/customer-enquiry-and-feedback-form>.

- e. Prior to work commencing, a detailed survey is to be carried out by the Supervisor to accurately determine all road and drainage levels including any risk of a potential conflict with the City's drainage infrastructure.
3. Property owners and occupiers have been notified of the works.

In accordance with Section 3.50 of the *Local Government Act 1995*, if a thoroughfare is to be wholly or partially closed for a period of more than four weeks, the following process must be followed:

- a. Local public notice in the community newspapers as well as information on the City's website and offices must be published giving the details of the proposal including:
 - 1) The location of the thoroughfare
 - 2) Where, when and why it would be closed; and
 - 3) Invitation for public comment.
 - b. Written notice must be given to each of the affected landowner/s.
 - c. A reasonable time must be given for submissions relating to the work to be given and considered by the City of Stirling.
4. The City has endorsed a Traffic Management Plan
- a. The City of Stirling is bound under its agreement with Main Roads WA (MRWA) to grant approval for roadworks held on or within the road reserves in the City of Stirling. The only exception are roadworks held on or affecting roads controlled directly by MRWA. Approval for the latter must be sought from MRWA directly.
 - b. A Traffic Management Plan (TMP) is required where works have the potential to cause disruption, harm or injury to workers, road users and the general public.
 - c. TMPs shall be prepared by a suitably accredited person and submitted to the City at least 10 working days prior to commencement of works. On receipt of a complaint submission, the City will grant a 'Site Access Authority' permitting signs and devices to be implemented within the road reserve
 - d. Where the Site Access Authority or TMP cannot be produced and /or where the work site is found not to comply with current Main Roads, legislative and/or statutory requirements such work may be instructed to be immediately terminated and all plant to be removed from the road corridor.
 - e. For further information regarding these requirements, please contact the Roadworks Traffic Management Officer on 9205 8555 or submit your request online via <https://stirling.force.com/stirling/s/customer-enquiry-and-feedback-form>.
5. Notification of Excavation Methodology

In order to approve excavation works, the City requires detailed advice regarding:

- a. The type of material to be excavated

- b. The methods and plant to be used for excavating and compacting the material
- c. Stockpiling on site (for temporary stockpiling of materials)
- d. Transporting the excavated material (the length of haul and/ or the nature of the haul route)
- e. De-watering equipment, if required and the system to be used)

The use of horizontal boring only shall be used to intercept all roads unless otherwise authorised in writing by the City.

All utilities installed within the road reserve are to be laid utilising shoring boxes or sheet piling (if required) to minimise disruption and damage to existing facilities.

Any street tree on site is required to be protected by a tree protection zone in accordance with the City's Street and Reserve Trees Policy.

6. Bonds and Inspection fees

- a. A bond payment of \$5,000 is payable within 14 days of the Excavation Permit being issued.
- b. Bonds will only be returned upon satisfactory completion of the works and defects liability period (if applicable) and will be subject to a final inspection and approval by the City of Stirling.
- c. Inspection fee of \$220 (GST exempt) will also be charged at this time.
- d. A letter detailing inspection requirements will be issued with the Excavation Permit.

7. Reinstatement Works

- a. The nature of the reinstatement works required shall be agreed prior to the works commencing.
- b. Any damage to the City's must be repaired in accordance with the applicable Technical Specifications. Copies of specifications for specific infrastructure types will be issued on request.
- c. Damage to verge treatments and crossovers shall be reinstated in accordance with the Verge Treatment and Crossover Policies, respectively.
- d. All surplus materials not required for settlement must be removed from the site.



Applicant Details

Position / Title: _____

Name: _____

Company Name and Address: _____

Telephone No.: _____ Mobile No.: _____

Email Address: _____

Proposed Excavation

Type: Service connection Drainage connection Other: _____

Address: _____

Scope of Works: _____

Expected Commencement Date: _____

Expected Finish Date: _____

Contractor Carrying Out Works Details

Position Title: _____

Name: _____

Company Name and Address: _____

Telephone No.:

Email Address: _____

24-hr Contact Name and Mobile No.: _____

Signature: _____

Date: _____

Requirements:

Documents to be submitted to the City of Stirling at the time of application for Excavation Permit (if these are not supplied, please provide explanation):

- Traffic Management Plan and Site Access Permit
- Program of Works
- A copy of a plan showing the proposed works, the location and all assets within the vicinity must be provided. Assets include all trees, landscaping, kerbing, drains, footpaths, signage and service assets

Is Public Notice required for road closure?

- No
- Yes, copy of proposed newspaper advertisement to be approved by the City of Stirling
- A copy of notification letter to the owners/occupiers of the properties which will be affected by the proposed works