

Depositing Materials on a Verge Permit

1 · APPLICANT DETAILS – FULL NAME IN BLOCK LETTERS

Given Name

Surname

Date of Birth (DD/MM/YYYY)

Email Address

Telephone (Home)

Telephone (Work)

Telephone (Mobile)

Residential Address

Suburb

Post Code

Postal Address (if different to above)

2 · DEPOSIT DETAILS

Please describe the material or object you wish to deposit in the thoroughfare (include dimensions)

Date/s and times sought for depositing materials or objects on the thoroughfare

Location to which the permit applies (If in close proximity to a business, please ensure the Business Approval section below is also completed)

3 · BUSINESS APPROVAL

Complete this section only where the location is in close proximity to a business.

Trading Name

Street Address

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Contact Phone Number

Email

I am the owner or person authorised on behalf of the owner of the business described in this section who currently trades in the City of Bayswater. I have read this application and provide support and consent for the activities described.

Business Owner Signature

Date

4 · LAYOUT PLAN

Draw a layout of the location and positioning of the material or object for deposit:

5 · SUPPORTING DOCUMENTATION & DECLARATION

Supporting Documentation Required

- ☐ I have attached a current Certificate of Currency for public liability insurance, minimum \$20 million.
- ☐ I declare that the information provided in this application is true and correct.
- ☐ I have read and understood the conditions of the permit and agree to comply with all applicable legislation, local laws, permit conditions and lawful directions issued by an Authorised Officer.
- ☐ I acknowledge that approval of this application is at the discretion of the City and that additional conditions may be imposed where considered necessary.
- ☐ By signing this application, I acknowledge that I have read and understood the Standard Collection Notice contained in this application and consent to the collection, use and disclosure of my personal information as described.

I understand by signing this agreement that the City of Bayswater does not accept any liability for any injury, damage or loss as a result of the deposit.

Name of Applicant

Signature

Date

★ FOR OFFICE USE ONLY ★ – Do not write below this line

Date Received

CRM / Reference Number

Permit Number

Assigned Officer

Branch / Team

Date Permit Issued

☐ Insurance Verified ☐ Yes ☐ No

Approved Dates and Times

Outcome ☐ Approved ☐ Refused

Notes / Comments

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6 · GENERAL CONDITIONS OF DEPOSITING MATERIALS OR OBJECTS ON A THOROUGHFARE PERMIT

A person that places anything or material or object on a thoroughfare under the authority of this permit **shall**:

a	produce the permit on request of any City of Bayswater officer or police officer; and
b	ensure that anything or material, or object is placed so as not to present a danger to any person; and
c	ensure a minimum unobstructed pedestrian access path of 1.2 metres is maintained at all times, ensure that a clearance of 1.2 metres is kept between the thing or material, or object and any other object in the thoroughfare; and
d	ensure that the placement of any material or object does not obstruct or interfere with the safe use of any carriageway, footway, crossover or other public infrastructure and complies with any location requirements specified by the City.
e	leave the area in a clean and tidy condition.
f	the permit holder is encouraged to retain photographs of the site before placement and after removal of the material or object.; and
g	only place the thing or material or object at the place specified in the permit within the dates and times that the permit relates; and
h	the permit holder must ensure that no damage occurs to any verge, footpath, irrigation, street tree, utility service or City infrastructure.
i	the permit holder must immediately remove the material or object upon request of an Authorised Officer.
j	the material or object must not obstruct access to any utility service, fire hydrant, drainage infrastructure, crossover, bus stop or emergency access point.
k	if the thing or material or object is placed on or in a thoroughfare after sunset or before sunrise, ensure that adequate warning lanterns are attached to make the thing or material or object apparent to people using the thoroughfare.
l	this permit is valid only for the dates and times specified on the permit and may be subject to a maximum duration determined by the City.
m	the permit holder must not place any material or object over utility infrastructure including, but not limited to, water meters, service pits, telecommunications infrastructure, electrical infrastructure or access covers.
n	the permit holder must ensure no damage occurs to any verge, street tree, irrigation system, footpath, crossover, kerbing, drainage infrastructure, utility service or other City asset. Any damage caused must be repaired to the satisfaction of the City at the permit holder's expense.

Permit Cancellation

This Permit may be cancelled at any time by an Authorised Officer of the City of Bayswater by written notice to the Permit Holder or their authorised representative.

7 · Standard Collection Notice – Depositing Materials on a Verge Permit

The City of Bayswater collects personal information, including sensitive information where applicable, for the purpose of assessing, issuing, administering and monitoring applications for a Depositing Materials on a Verge Permit.

Personal information is collected under the authority of the *Local Government Act 1995 (WA)*, the *City of Bayswater Activities in Thoroughfares and Public Places and Trading Local Law 2020*, and the City's statutory functions. The information is used to assess permit applications, determine compliance with legislative and local law requirements, issue and administer permits, monitor permit conditions, and undertake compliance and enforcement activities where required.

The types of information collected may include the applicant's name, residential and postal address, contact details, property details, details of the materials proposed to be placed on the verge, location information, site plans, photographs, traffic management information, contractor details, public liability insurance details, and any supporting documentation required to assess the application. Personal information may be disclosed to relevant City officers, contractors, service providers, utility providers, government agencies, emergency services, regulatory authorities, insurers, or other parties where authorised or required by law, or where necessary to assess, administer or enforce the permit.

Providing this information is mandatory. If the requested information is not provided, the City may be unable to assess the application, issue a permit, or authorise the placement of materials on the verge.

The City takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

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Information is retained in accordance with the *State Records Act 2000 (WA)*, approved retention and disposal authorities, and the City's information management practices.

Automated decision-making: The City does not currently use automated decision-making processes to determine applications for Depositing Materials on a Verge Permits. Applications are assessed by authorised officers based on the information provided and applicable legislative requirements.

For more information about how the City manages personal information, please refer to the City's Privacy and Information Handling Policy or contact the City of Bayswater.