

# APPLICATION FOR WORKZONE PERMIT AND VEHICLE WORKZONE PERMIT IN CPP CAR PARK

## Privacy

The personal information collected on this form will only be used by the City of Perth for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

## Copyright

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## City of Perth

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## Instructions:

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

## 1. CUSTOMER DETAILS

<b>Organisation:</b>	<input type="text"/>		
<b>Contact Name:</b>	<input type="text"/>		
<b>Street Address:</b>	<input type="text"/>		
	<input type="text"/>	<b>Postcode:</b>	<input type="text"/>
<b>Postal Address:</b>	<input type="text"/>		
	<input type="text"/>	<b>Postcode:</b>	<input type="text"/>
<b>Telephone:</b>	<input type="text"/>	<b>Mobile:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>		
<b>ABN:</b>	<input type="text"/>		

## 2. WORKZONE DETAILS

<b>Name of Car Park:</b>	<input type="text"/>	<b>Address of Car Park:</b>	<input type="text"/>
<b>Purpose/nature of work to be carried out:</b>	<input type="text"/>		
<b>Proposed Start date:</b>	<input type="text"/>	<b>Proposed Finish date:</b>	<input type="text"/>

## WORKZONE DETAILS continued...

Area of car park required – please provide bay numbers and/or description of the area of the car park required

Please also specify whether any vehicles, including utility, truck, mobile crane and etc. are to be parked in the workzone area

No

Yes  How many vehicles to be parked \_\_\_\_\_

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### 3. PAYMENT METHOD

Please indicate your preferred method of payment:

- Cash (payable at the Customer Service Centre, Ground Floor, Council House)
- Cheque (made payable to the City of Perth)
- Money Order (made payable to the City of Perth)
- Credit card (Visa, Mastercard or Amex)

**NOTES:** 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 sign 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:

Signature:

Date:

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### 4. AUTHORISATION

I hereby confirm I have read and agree to abide by the associated Terms and Conditions.

Signature:

Date:

Printed Name

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**Response Time: Two Working Days from date of receipt**

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## TERMS & CONDITIONS

1. No work is to commence until a Workzone Permit is issued.
2. The Workzone Permit and/or Vehicle Workzone 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. If the work undertaken requires any vehicles, including **utility vehicle, truck, mobile crane and etc.** to be parked in the workzone area, a **Vehicle** Workzone Permit will be issued. The Vehicle Workzone Permit must be displayed face-up on the vehicle dashboard and be clearly visible from the outside of the vehicle **AT ALL TIMES**. Failure to correctly display a Vehicle Workzone Permit may result in an infringement being issued.
4. The Workzone Permit and/or Vehicle Workzone 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.
5. 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.
6. 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 Workzone Permit or the completion of works, whichever occurs soonest.
7. All traffic management plans are to comply with Main Roads Code of Practice and Australian Standards 1742.3.
8. Through traffic is to be maintained in the car park and surrounding roads at all times.
9. Barricades and flagmen must be used, if necessary, to provide for the safe movement of pedestrians and traffic around the area of operation.
10. Vehicles are not to be placed or manoeuvred on the footpath or kerbing at any time, or obstruct any entry/exit.
11. 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.
12. 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.
13. Permit holders must comply with the Environmental Protection (Noise) 1997 Regulations. Operations which generate excessive noise should commence after 8:00am.
14. Permit holders must comply with the requirements of the Police Traffic Branch and Worksafe Western Australia.
15. Approval of the Manager Approvals must be obtained prior to commencement of works in regard to all areas outside the car park. Approval of the Manager Compliance must be obtained prior to commencement of works in regard to operations within 'Clearway' and 'No Standing' Zones.
16. All affected businesses and residents are to be advised in writing in advance of the works.
17. The footpath underneath any outriggers must be protected. Areas outside the barricaded workzone are to be kept free from debris at all times.

## **TERMS & CONDITIONS continued...**

18. Vehicles are not permitted on the footpath or any pedestrian access way at any time.
19. 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.
20. The Council reserves the right to withdraw its permission without notice, should the operation cause a safety concern or undue pedestrian congestion.
21. Permits are not to be photocopied or reproduced under any circumstances.
22. Permits are non-refundable.
23. Any work undertaken outside the allocated hours, will be liable to prosecution.
24. The above conditions have been imposed to ensure the safe and orderly conduct of the event.
25. Commencement of work acknowledges acceptance of this agreement and the associated terms and conditions.

## **FEES**

Current rates can be found at [www.cityofperthparking.com](http://www.cityofperthparking.com), Current Year Fee Schedule.

A fee for the use of the parking bay(s) will be charged at the car park hourly rate. 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.

A charge will be made per **Vehicle** Workzone Permit, if required. If lost or destroyed, replacements will be issued at the discretion of CPP at a cost per permit.

Requests for amendments or extension to The Workzone Permit and/or Vehicle Workzone 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 Workzone 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 CPP Facilities Coordinator on 9461 3702 for details of any bond required. You will be advised of the bond amount (if any) upon receipt of your Workzone Permit application.

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