

📍 Council House, 27 St Georges Terrace, Perth
✉ GPO Box C120, Perth WA 6839
☎ (08) 9461 1577
@ hgszw@cityofperth.wa.gov.au
🖱 www.perth.wa.gov.au
ABN 83 780 118 628



Hoarding, Gantry and Scaffold Application

Instructions: Please print clearly in the spaces provided. [Use this form to apply for a permit to install a hoarding, gantry or scaffold structure]

Note:

- The applicant must read the Hoarding, Gantry and Scaffold Guidelines to ensure City requirements are appropriately addressed.
- Where a Building or Demolition Permit is required for the project and that permit has not been issued, please do not lodge an application for a structure as it will not be processed.
- To keep processing time to a minimum, please ensure you provide all supporting documentation.

1. Applicant Details

First Name

Surname

Address

State

Postcode

Mobile

Telephone (business)

Email

2. Site Details

Address (please include lot number)

State

Postcode

3. Building or Demolition Permit

Where a Building or Demolition Permit has been issued for the project, provide the permit number.

Permit No. (*BPC, BPU, DEMO*)

4. Purpose for Structure

Briefly describe the purpose for the structure

5. Hoarding Structure Details

Assemble Date (DD/MM/YY)

Period Required (Months)

Length (Metres)

Width (Metres)

Materials and External Finish

6. Gantry Structure Details

Assemble Date (DD/MM/YY)

Period Required (Months)

Length (Metres)

Width (Metres)

Materials and External Finish

7. Scaffold Structure Details

Assemble Date (DD/MM/YY)

Period Required (Months)

Length (Metres)

Width (Metres)

Materials and External Finish

8. Checklist

To avoid delays, please tick the appropriate boxes and ensure you have provided the relevant items:

- 8.1 You must attach a scaled 1:100 architectural-type fully dimensioned site plan, showing the position and elevation of the structure in relation to the property boundary, including any street furniture.
- 8.2 You must attach a copy of your Public Liability Insurance Policy 'Certificate of Currency', which is to have a minimum value of \$20,000,000 in respect to any single occurrence. In accordance with the Local Government (Uniform Local Provisions) Regulations 1996, the City of Perth is to be indemnified from any action or claim for damages arising from the works, construction, maintenance or use. The policy is to be provided by insurers having a financial performance rating of at least A- by Standard and Poor's (Australia) Pty Limited.

Hoarding

- 8.3 Written confirmation or a signed certificate from a competent person such as a builder or licenced scaffolder must be attached, confirming that the proposed hoarding/fence is structurally adequate to resist any likely applied loads and to prevent unauthorised access to the building site.
- 8.4 Where the hoarding/fence protects an excavation of depth exceeding 500mm, a signed certificate by a practising Professional Engineer who is a member of the Institution of Engineers Australia, confirming structural adequacy and complying with AS/NZS 1170, is attached together with the membership number.
- 8.5 Where a free-standing fence is proposed, the fence has been designed so that the support shoes do not create a trip hazard to pedestrians; they will be rotated or contained within the worksite and the fence will be appropriately braced.

Gantry

- 8.6 A signed certificate or signed drawings from a practising Professional Engineer who is a member of the Institution of Engineers Australia, must be attached together with the membership number, confirming the gantry has been designed for appropriate loadings, is fit for purpose, is structurally adequate and has appropriate public protection.
- 8.7 Gantry access way has been designed to incorporate ramps, turning spaces and passing spaces in accordance with AS 1428 'Design for access and mobility'.

Scaffold

- 8.8 A signed certificate or signed drawings by a licenced scaffolder holding the appropriate class of a current High-Risk Work Licence must be attached, confirming the scaffold is appropriately designed for structural adequacy. A copy of the High-Risk Work Licence and Photo ID is also to be attached.
- 8.9 Where the scaffold is to be tied to a heritage building or to an old building, a signed certificate by a practising Professional Engineer who is a member of the Institution of Engineers Australia, must be attached together with the membership number, confirming the structure will not adversely affect the building or any significant heritage fabric.

9. Payment Details

A non-refundable application fee of \$110.00 is **payable for each structure**.

An additional rate of \$1.00 per square metre per month, in accordance with Reg 6(8) of the Local Government (Uniform Local Provisions) Regulations 1996 will be charged for each structure.

Works bonds will be individually assessed and charged, based on the footprint of the total area occupied by the temporary structure. However, it may not be applicable if a works bond has already been paid to the City of Perth with the issue of a building or demolition permit or if this is a renewal of a structure permit.

An invoice for all fees and any bonds will be issued to the applicant by email. Payment method is shown on the invoice and all fees must be paid prior to the permit being issued.

10. 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: 10 working days from of 'completed' application received.

Signature _____ Date
(for hardcopy submission only) (DDMMYYYY)

This form is available in alternative languages and formats on request

11. Lodgement Options

In Person

City of Perth
Customer Service Counter
Ground Floor, 27 St Georges Terrace, PERTH

By Post

Activity Approvals Unit
City of Perth, GPO Box C120
PERTH WA 6839

Office Hours - Monday to Friday 8.30am to 4.30pm (Except Public Holidays)

By Email

Email the completed form to hgs wz@cityofperth.wa.gov.au