

## Deposit Building Materials on Verge or Excavate near a street

PROPERTY DETAILS			
Lot Number		House No	Street
Suburb			Postcode
APPLICANT DETAILS			
Applicant's Name		Phone No	
Postal Address		Postcode	
Email Address			
Related Building Permit:			
DETAILS OF PROPOSED WORKS			
Number of Months		Months	
Land Area of Verge requesting to used		m <sup>2</sup>	
<b>Applicable Fee is Minimum fee \$180.00 plus calculated at \$1.00 per m2 per month</b>			
<input type="checkbox"/>	<u>Deposit of Material on Verge</u> Type of Material:		
<input type="checkbox"/>	<u>Excavation near a Street</u> Reason for Excavation:		
<b>I declare that the information/plan submitted are correct and can be relied upon for building assessment purposes and that I agree to the City of Melville Terms and Conditions as per reverse of this form.</b>			
Applicant's signature			Date

### Required Information:

**Application Form** – filled in and signed.

**Site Plan (with existing building/s and scale)** – Site plans are required to show all the current buildings on your property and where your materials on verge is going to be situated. The site plan is also required to be at a scale of 1:200 and show ground levels, street trees, security fencing, and elevations of fence and building heights.

**Please ensure that the area of space on the verge you are requesting is correct, that the area required is available within the verge and complies with the Technical Services setback requirements. If an incorrect area is stated on the application, it may result in an incorrect invoice amount and/or the application process being delayed.**

Some building sites especially large challenging projects may have limited area on site and therefore need to use the verge or road reserve to store materials. Approval is required to use the verge area for the storage of building materials and the City will, where available, endeavor to accommodate requests to use the verge. Please note that adjoining property owners are not required to be consulted as part of the application process.

**Note:**

- Technical Services does not support the sitting of portable toilets within the road reserve.
- The verge should maintain a clear area within 2.5 metres of the road edge and 1.0 metre of a footpath or crossover
- Dust suppression measures to be applied where required.
- Materials such as sand etc should not be allowed to enter the stormwater system.
- Verge infrastructure and Council trees are to be protected and materials kept at least 2.0 metre clear of the tree trunk at all times.
- A free-standing mesh fence erected around each street tree with a minimum height of 1.8m and a 2m minimum radius measured from the outside of the trunk of each tree.
- Street Trees are to be protected in accordance with Council Street Tree Policy No: CP-029 see web page [www.melville.wa.gov.au](http://www.melville.wa.gov.au) for more information including AS 4970–Protection of Trees on Development Sites as a guideline. Contact City of Melville Technical Services for more information.

City of Melville Terms and Conditions

**In submitting an application to City of Melville I accept the following terms and conditions:**

**All Applicants**

I declare that the information and plans submitted are correct and can be relied upon for planning and building assessment purposes.

I understand that once an application fee invoice is issued, I have the period between invoice issue and my complete payment to decide if I wish to withdraw my application. Once my complete payment is made I will no longer be entitled to a refund of any portion of the complete application fees.

I acknowledge that the email address that I have provided in lodging this application is the email address to which I will accept any notification or communication from the City of Melville. Any changes so notified to the City of Melville will be via an email and contain all reference numbers used by the City of Melville and by me in relation to this application.

I declare I will accept time deadlines for information requested by City of Melville and understand that if I do not adhere to timeframes specified in communications that my applications may be determined with the available information.

I declare that by accepting these terms and conditions and submitting my application I have also read the City of Melville website terms and conditions, <http://www.melvillecity.com.au/site-information/terms-and-conditions-of-use-of-city-of-melville-online-services/> and I agree to be bound hereby.

**Applicant/Builder on behalf of Owner**

If the application is being submitted by an applicant/builder on behalf of a property owner, as the representing applicant/builder I declare that I am submitting the signed forms on behalf of the owner as indicated on the application form.

If the application is being submitted by a builder on behalf of a property owner, as the representing applicant/builder I declare I am the authorised agent / builder / owner / demolition contractor as indicated on the application form

If the application is being submitted by the owner, then as the representing owner I hereby declare that I am the owner as indicated on the application form.

**Note**

We collect your personal information to process your request in accordance with the standards set out in the Privacy and Responsible Information Sharing Act 2024 (PRIS Act). By completing this form, you confirm that you have read and acknowledge the collection of your personal information. For full information about how we handle your personal information, please visit our [privacy page](#).