

**Administration**

Cnr Gilmore Ave &amp; Sulphur Rd, Kwinana WA 6167 | PO Box 21, Kwinana WA 6966

**Hours** Mon-Fri 8am-5pm (Cashier hours 8am-4pm) | **Telephone** 08 9439 0200**Facsimile** 08 9439 0222 | **TTY** 08 9419 7513 | admin@kwinana.wa.gov.au | [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)

## **PART A – APPLICATION FOR CONDUCTING WORKS IN A THOROUGHFARE**

I hereby apply for a permit to conduct works in a thoroughfare, as detailed in this application.

I agree to be bound by the issued permit and conditions prescribed in Part B of this application – Standard Conditions for Conducting Works in a Thoroughfare. Further to the permit conditions, I understand that I shall be responsible for the works and any defects for a 12-month maintenance period, which will commence after an inspection of the completed works by the City of Kwinana. A security deposit for the replacement cost of assets is required to be submitted by the Applicant to the satisfaction of the City of Kwinana.

If a temporary thoroughfare closure is proposed, Part C – Application for a Temporary Thoroughfare Closure Permit must be completed and submitted with the application.

### **Details of Applicant – Principal Proponent of Works**

Applicant Name

Company Name

Company Address

Phone

Email

### **Details of Applicant – Principal State Agency or Utility Services Provider**

Applicant Name

Company Name

Company Address

Phone

Email

### **Details of the Applicant's Authorised Contractor**

Contact Name

Company Name

Company Address

Name of Supervisor

Contact Numbers

Business

After hours

Mobile

## Details of Proposed works

Street Name(s)

Location of works

Purpose of works

## Description and Methodology of Proposed Works

Detailed description required unless Construction Management Plan or other Reports / Plans provided to the City

Duration and hours of works

Date of works

## Checklist - Other Requirements and Documents to be Submitted

Plan of proposed works or detailed design drawings for construction
Temporary Thoroughfare Closure Permit Application – Part C of this form
Compliant Traffic Management Plan
Certificate of Currency for Public Liability Insurance of Sufficient Value
Security Deposit – Unconditional Bank Guarantee
Dilapidation Survey/Photographs of Existing Asset Conditions
Copies of public notification, stakeholder communication methods and strategies
Other Clearances, Permits or Approvals
Evidence of Approval of Works from Principal State Government Agency
Out of Hours Works Permit Application
Other approvals or legislative and statutory requirements
Other Management Plans e.g., Construction, Crane Lift, Environmental

## Endorsement by Principal of Works

I hereby certify that this application contains a true and accurate description of the proposed works and will be carried out in strict accordance with this application and relevant legislative and statutory requirements. I accept and undertake to comply with the conditions specified within Part B of this application and permit. I undertake to pay, on demand, the full cost necessary to make up the asset replacement or restoration of any damages to the City's assets caused by the works, from failing to fulfil my obligations or any defects within the 12-month defects liability period. I agree to inspect the site and report on any existing damage to the City's assets prior to commencing the works. Failure to report such damage will make me liable to pay full restoration costs of damage found at the completion of the works.

Principal Applicant Name

Position / Title

Signature

Date

## Permit Fees

- Refer to the City's current fees and charges for the applicable permit administrative fee.
- In addition to the permit fee, the Applicant must submit a 12-month security deposit equal to the estimated cost of the affected asset replacement (but not less than \$2,000), refer to condition 13 of Part B.
- A supervision fee equal to 1.5% (when a Consulting Engineer has been engaged) or 3% of the works as calculated from the total contractual cost, is applicable to major works and for the ongoing inspection of the works by the City, **refer to condition 21 of Part B.**

# PART B – STANDARD CONDITIONS FOR CONDUCTING WORKS IN A THOROUGHFARE

## 1. Compliance

The conditions detailed herein apply to permission for construction works within an existing thoroughfare and/or a City reserve and are made under the authority of the Local Government Act 1995, Schedule 9.1 Clause 8, and Local Government (Uniform Local Provisions) Regulations 1996, for which full compliance is required.

If a person, or delegate, to whom permission to construct works in a street is granted, under the provisions of the Local Government Act 1995, Schedule 9.1 Clause 8, and Local Government (Uniform Local Provisions) Regulations 1996, does not comply with these conditions or the permit, this person commits an offence.

## 2. Definitions

**Applicant** shall mean a person owning or entitled to use and benefit from the works constructed in the street.

**City** shall mean the City of Kwinana.

**Director City Infrastructure** shall mean the Director of City Infrastructure of the City of Kwinana or his/her representative.

**Notice** shall mean a written notice served on the permit holder.

**Road and Street** shall have the same definition as thoroughfare.

**Thoroughfare** shall mean a road or other thoroughfare and includes structures or other things appurtenant to the thoroughfare that are within its limits, and nothing is prevented from being a thoroughfare only because it is not open at each end.

**Works** shall mean works of any description upon, over or under a thoroughfare.

## 3. Timing of Applications for Permits

An application must be submitted to the City for a permit for construction works in a thoroughfare.

When the closure is for less than 4 weeks and or the works will not cause significant adverse effect on the thoroughfare users, the application must be lodged at least 15 working days prior to the scheduled time of commencement of the works in the thoroughfare.

Where the works require the temporary closure of a thoroughfare for a period of four or more weeks and or the works is assessed to cause significant adverse

effect on the thoroughfare users, the application must be lodged at least 60 working days before the work is scheduled to commence.

## 4. Permit to Conduct Works in a Thoroughfare

A written permit is required for all proposed works in a thoroughfare, under the care, control and management of the City. Work shall not commence until a permit has been issued. The issue of this permit authorises the Applicant/Permit holder to carry out the works in the thoroughfare as detailed in the application.

## 5. Public Utility Services

The permit holder shall be responsible for identifying the location and protection of existing public utility services within the thoroughfare and for the performance of the work and repair of any damage, to the requirements laid down by the owner of the public utility service. The permit holder shall also be responsible for seeking approval and the reinstatement of all services as specified in the current edition of the Utility Providers Code of Practice.

## 6. Plans and Specifications

- Detailed plans issued for construction and specifications, or documentation shall be submitted with the application, showing the location and details of the proposed works to be carried out in the thoroughfare. A copy of approval or letter from the Principal Agency must be attached to this application as confirmation that the Authorised Agent is acting directly on behalf of the Principal Agency
- Prior to commencement of construction of any works, the submitted documents must be approved by the City.
- All designs and specifications shall conform to relevant and current design standards and guides.
- All works shall be carried out in accordance with the Utility Providers Code of Practice, Local Government Restoration and Reinstatement Guidelines in Western Australia, and the public utility providers and the City's engineering standards and specifications.
- The permit does not constitute approval of the proposed works. Approval shall be obtained

separately from the authority responsible for the service, structure or facility being provided.

- The proposed methodology of construction shall be discussed and agreed with the City.

## **7. Road Safety Audit**

Any works on thoroughfares which includes a permanent change to the road network shall require a Road Safe Audit to be undertaken in accordance with the criteria specified in Main Roads Policy and Guidelines for Road Safety Audit.

## **8. Levels**

Structures or facilities proposed for installation at ground level shall be set to levels established by existing footpaths and/or kerb lines, and in the absence of such facilities, to levels established by the City.

## **9. Obstruction of Thoroughfare**

The permit does not authorise permanent or unreasonable obstruction of the ordinary and reasonable use of the thoroughfare for the purpose for which it is dedicated. If it is necessary to close part of or all of a street a Thoroughfare Closure Application – Part C of this application, and all relevant fees and bonds must be attended to.

## **10. Temporary Thoroughfare Closure**

Where it is not possible to keep the thoroughfare open to the public, while carrying out the works, authorisation is required from the City to close the thoroughfare that is under the control of the City, in accordance with Part 3, Division 3, Subdivision 5 of the Local Government Act 1995. Subject to compliance with the following conditions:

- Applications for temporary road closures less than four weeks duration, must be made to the City on the appropriate form, at least 15 working days prior to the scheduled commencement date of the works. And 60 working days when it is considered that significant adverse effect will be caused to thoroughfare users.
- Applications for temporary road closures greater than four weeks duration, must be made to the City on the appropriate form, at least 60 working days prior to the scheduled commencement date of the works. Refer to separate procedure.
- If applicable, a suitable detour shall be determined and the Traffic Management Plan shall be approved by the City. The detour shall be clearly signposted with approved signs for the duration of the works and if no such detour is available, suitable side tracks or temporary trafficable

alignments shall be provided.

- In all cases, the thoroughfare closure shall be advertised in local newspapers or other forms prescribed in the Local Government (Administration) Regulations 1996 or by the City, advising the reason, location and duration of the closure, the route of any proposed detour and contact details. Such advertisements are to be published for a period not less than 10 working days prior to the date of the proposed closure. All submissions from the local public notice shall be recorded, considered, and provided to the City. All costs of advertising are to be met by the applicant.
- Emergency services, schools, other large institutions, and businesses, along with all persons who occupy land who will be affected by the closure shall be advised in writing of the reason, location and duration of the thoroughfare closure and the route of the proposed detour, for a period not less than 10 working days prior to the closure. The City shall be given a copy of this letter.
- The works and thoroughfare closures shall be maintained with adequate lighting levels to ensure public safety as specified in the Austroads Guide to Temporary Traffic Management and Australian Standards 1158.
- The works shall be carried out in an expeditious manner to minimise the impact of the thoroughfare closure on the general public. Methodology of construction shall be discussed and agreed with the City.
- If the closure is expected to be for a period greater than 4 weeks the City must be advised and separate procedures followed to be granted approval.
- Detailed traffic analysis and modelling may be requested and determined to be required by the City.

## **11. Insurance**

### **Public Liability Insurance**

Prior to the commencement of the works, the Contractor shall take out and maintain at their expense a public liability policy of insurance with a reputable insurance office on terms and conditions agreeable to the City and for the amount of ten million Australian dollars (AUD \$10 million). This policy shall cover the Contractor's liabilities to third parties and the death or injury of any person resulting from any act or omission of the Contractor or of the Contractor's employees, agents or subcontractors in relation to construction work in a thoroughfare.

### **Employees and Agents**

Prior to the commencement of construction work in a thoroughfare, the Contractor is to take out and maintain a policy of insurance covering the Contractor and the Contractor's employees, agents and subcontractors against any statutory or common law liability, loss, damage, claims, costs and expenses arising from the death or personal injury of anyone directly employed by the Contractor to complete the construction work in a thoroughfare.

### **Proof of Insurance**

Prior to the commencement of construction work in a thoroughfare, and whenever requested in writing by the City, the Contractor shall produce evidence to the satisfaction of the City of the insurance effected and maintained.

## **12. Property Damage and Public Risk**

Subject to condition 11 – Public Liability Insurance - the Contractor shall indemnify and keep indemnified the City for the duration of this Contract. This indemnity shall indemnify the City against all loss 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 or damage to any property whatsoever arising out of construction work in a street by the Contractor or his employees, agents or subcontractors, and also from any cost and expense that may be incurred in connection with any such claim, demand, action or proceeding.

## **13. Security Deposit – Permit Bond**

A security deposit / permit bond, preferably in the form of an unconditional guarantee from a financial institution, acceptable to the City, shall be lodged by the Applicant prior to the issue of a permit to undertake works or construct anything on, over or under a public thoroughfare.

An unconditional guarantee should detail what the security deposit is for, the amount agreed by the parties, the default conditions and how the City can have unrestricted access to security deposit monies to complete works in case of the Applicant defaulting on the works in question. An unconditional bank guarantee is recommended as an alternative to a permit bond as the City is guaranteed access to funds should the Applicant default on the works. It is however, recommended that the following conditions apply:

- The bank guarantee is clearly in favour of the City.
- The conditions of the bank guarantee should clearly state its purpose and what works
- are being bonded.

- The bank guarantee has no expiry date and is only released upon the approval of the City.
- The bank guarantee shall not have an expiry date but shall be directly tied to the works and the date on which the City approves practical completion.
- These conditions should also detail how the City will demonstrate to the bank concerned that the Applicant/contractor has defaulted and that certain conditions of the bank guarantee have been ignored upon which demonstration the bank will release to the City the guaranteed monies.
- The conditions of the bank guarantee must be clear that upon demonstrated default, the bank concerned will release the bond monies without restriction upon demand by City.
- The bank guarantee must be legally checked to ensure the intent can be administered by the City.

The value of the security deposit / permit bond is to be equal to the estimated cost of the affected asset replacement but shall not be less than \$2,000.

Moneys from this security deposit / permit bond can be used by the City, at the discretion of the Director City Infrastructure and after written notification to the Applicant, under the following circumstances:

- In the event of the approved works not being completed by the permit holder.
- Essential or urgent maintenance or reinstatement works not completed by the Applicant.
- Works not completed by the Applicant to the satisfaction of the City.
- for repair or replacement of damaged assets within the public thoroughfare of the City, resulting from the construction or works; and
- for those works not completed by the Applicant within the time specified in the permit.

The security deposit / permit bond, less any amounts used, will be refunded upon completion of the 12-month defects liability period, after an inspection, where the City is satisfied that all works completed by the permit holder, meet the City's specifications, refer to Condition 26.

The applicant is to provide the City with the necessary documentation, such as compaction certificates, as-constructed drawings in hard copy and D-Spec or R-Spec digital format and certification by a licensed surveyor, before applying for the refund of the security deposit.

## **14. Blasting**

Where blasting must be carried out as part of the works, a separate permit shall be obtained, as required by the Dangerous Goods Safety (Explosives) Regulations 2007 and all blasting and storage of

explosives shall be carried out in accordance with AS 2187-2-2006.

## **15. Safety of Works**

Any Person Conducting a Business or Undertaking (PCBU) in connection with or pursuant to temporary traffic management or any works on a road, has a 'duty of care', so far as is reasonably practicable, that the health and safety of workers who work for the PCBU or whose activities in carrying out work are influenced or directed by the PCBU, are not exposed to health and safety risks arising from that business or undertaking.

A PCBU must ensure, so far as reasonably practicable, that other road users are not exposed to health and safety risks arising from any temporary traffic management and works business or undertaking.

A PCBU includes all types of working arrangements such as crown agencies, organisations, companies, principals, contractors and sub-contractors.

The Work Health and Safety Act specifically requires all PCBUs to ensure, so far as is reasonably practicable, the health and safety of:

- workers engaged or caused to be engaged by the person.
- workers whose activities in carrying out the work are influenced or directed by the person while the workers are at work in the business or undertaking.
- people who may be at risk from work carried out by the business or undertaking (including road users in case of a at roadwork sites). The works shall be protected so that they present no hazard to employees working on the site or the public.

All works and/or undertakings shall comply with the relevant sections and schedules of the Work Health and Safety Act.

Temporary traffic management and other signage and devices shall comply with the documents and related policies, standards, guidelines and procedures as referenced in the Section 10 of the Main Roads WA Traffic Management for Works on Roads Code of Practice.

## **16. Hours of Work**

Any works not undertaken between the hours of 7am and 7pm, Monday to Saturday (excluding public holidays), requires Out of Hours Works approval issued by the City's Environmental Health Team.

## **17. Noise and Vibration**

Noise emanating from the works shall not exceed

the levels specified in the Environmental Protection (Noise) Regulations 1997, where applicable.

Vibrations emanating from the works shall be controlled to avoid damage to buildings and other structures near the work site.

## **18. Dilapidation Report**

A Person shall perform a condition inspection and report before commencing the works. The inspection shall include photographs and be formally documented. It records the current condition and any existing damage of all infrastructure, land and any other things that are likely to be affected by the works. It shall help to identify if aspects of the works including excavation or vibration, have caused any damage to surrounding infrastructure or adjacent property including roads, crossovers, driveways, footpaths, verges, landscaped areas, drainage, fences, walls and houses.

## **19. Construction Management**

The extent of works has a large influence as to the preliminary actions and requirements of the City. Minor works for example may require little in the way of preliminaries whereas extensive works will require extensive planning possibly including a "Construction Management Plan" (CMP). Liaison with the City will determine which level of planning and preliminaries are required.

The need for a CMP depends on the nature of work, the likelihood of disruptions, impact on local amenity, dangers or risks involved, traffic management or any other relevant issues required to be addressed. A CMP shall be prepared and approved in accordance with directions of the City. The CMP shall address in detail a range of health (noise, dust, vibration, lighting, pollution, etc.), safety, traffic management, environmental considerations (including disturbance to existing vegetation) and amenity issues relating to the construction site and adjoining community. It shall also consider broader obligations including recycling, waste management and environmental initiatives.

## **20. Sand Drift and Dust Control**

Dust and sand emanating from the works shall be controlled in accordance with the Department of Environmental Regulation's document "Land development sites and impacts on air quality – a guideline for the prevention of dust and smoke pollution from land development sites in Western Australia.

## **21. Inspections and Supervision**

Inspections by an officer of the City's Infrastructure

Directorate of the works in progress, where the asset, service, structure, or facility being constructed will come under the City's authority, are required. Inspections by the City must be undertaken before backfilling is carried out and after the works are completed. The permit holder is to give 48 hours' notice to the City's officer for such inspections.

Major works of significant duration and complexity are subject to a supervision and inspection fee. The value of the inspection and supervision fee shall be equal to 1.5% (when a Consulting Engineer has been engaged) or 3% of the works as calculated from the total contractual cost. It is the responsibility of the Applicant to pay this fee prior to issue of the permit.

The minimum inspection and regular site meetings regime for the construction of road works is:

1. When the road has been boxed out and the sub-grade shaped and compacted.
2. When the sub-base has been placed, graded and compacted to shape, level and specifications.
3. When the base course has been placed, graded, compacted and water bound to correct shape and level before priming or where asphalt is used as a base course medium this surface has been laid and compacted.
4. Immediately after kerbing.
5. Before the placement of asphalt or sprayed surface wearing course.
6. Prior to construction of pathways, box-out and formwork completion.
7. Final inspection or practical completion.

The minimum inspection and regular site meetings regime for the construction of drainage works is:

1. When trenches have been excavated and the pipes laid true to line and level.
2. When using sub-soil drainage pipes after the calibrated aggregate has been placed.
3. After junction pits, gullies and other structures have been constructed.
4. Final inspection or practical completion.

## **22. Backfilling**

All backfilling of excavations shall be carried out strictly in accordance with the specifications in the document 'Restoration and reinstatement specification for Local Governments' produced by the Institute of Public Works Engineering, Australia (WA Division) and the City's Engineering standards and specifications. As specified in Condition 21, no backfilling is to be carried out until the appropriate inspections have been undertaken by the City's Officer.

## **23. Reinstatements**

Any damaged or modified roads, paths, vehicle crossings, piped or open drains, verges, landscaping and any other assets, structure or facility under the City's care, control and management shall be reinstated in accordance with the City's Engineering standards and specifications.

The applicant is to provide the City with the necessary documentation, such as compaction certificates, testing results, as constructed drawings in hard copy and D-Spec and R-Spec digital format and certification by a licensed surveyor, before applying for clearance or practical completion.

## **24. Testing**

The Applicant shall provide to the City, a copy of all test results related to the construction and reinstatement of the City's assets. Testing shall be carried out by a laboratory approved by the National Association of Testing Authorities (NATA) in accordance with the relevant Australian Standards. Where testing of a stage of construction is requested, the next stage can proceed on the proviso that the Applicant accepts full liability for the previous stage. Should remedial works be required they shall be at the Applicant's expense.

In addition to the normal inspection and testing requirements as detailed elsewhere in these conditions, the City reserves the right to inspect and require samples to be tested to ascertain quantity and quality of materials being used in the construction work. The Applicant will be informed of any matters requiring remedial action. In the event that such testing reveals the work to be defective, the Applicant shall reimburse the City for the cost of the testing.

## **25. Practical Completion**

Upon the satisfactory completion of all works, the Applicant shall notify the City in writing that the works have been inspected and are in accordance with the approved drawings and specifications.

Upon receipt of this notification, the City shall arrange a practical completion inspection of the completed works at a mutually convenient time.

The inspection shall require the presence of the City's representatives, engineer, applicant, and contractors. The Applicant is to arrange for all road pavements to be swept, the drainage system cleaned out and gully and manhole covers temporarily opened for inspection. All drainage infrastructure needs to be accessible at the time of inspection.

At the time of practical completion or as soon as possible thereafter, the City's representative shall inform the Applicant of any item not in accordance



with the specification and drawings.

When all subdivisional works are completed in accordance with the approved drawings and specifications other than those agreed for completion during the defects liability period, the Applicant shall be notified of the practical completion date.

If at any time after the granting of practical completion, and during the defects liability period, the work is found to be not in accordance with the approved specification and drawings then the works shall be rectified at the Applicant's cost.

## **26. Maintenance and Defects Liability Period**

It shall be deemed to be the responsibility of the Applicant to repair any defects resulting from faulty workmanship and/or defective materials on all roads and assets of the City and associated works for a period of 12-months from the date of practical completion or inspection by the City – referred to as the defects liability period. The permit holder shall maintain the completed works, with the exception of property owners' abutting street lawns and gardens and public utilities, for a period of 12-months.

Where urgent defects requiring attention becomes evident during the defects liability period, the City may request such defects to be rectified immediately. Should the contractor fail to complete the rectification works within the time specified then the City may arrange for the works to be undertaken using monies from the security deposit as outlined in Condition 13.

Prior to the expiry of the defects liability period the Applicant shall arrange an inspection after ensuring that all defects are repaired and swept. Should the Applicant delay or defer this process, any defects which arise during the deferment period may be deemed by the City to be a defect under the defects liability period.

The City shall retain the already deposited security deposit / bond until the maintenance period expires. At which time and upon acceptance of the completed works, the security deposit/bond shall be refunded, subject to the rectification of any defective works.

## **27. Works without Permission**

Where works have been constructed in a thoroughfare without the permission of the City having the care, control and management of the thoroughfare, the City may, by notice, require the removal of the works, and if the works consist of, or include a tunnel or other excavation, to fill in, and make good the thoroughfare, by a time specified in the notice.

## **28. Damage to Thoroughfare**

Where the City is of the opinion that works constructed in a thoroughfare have damaged the thoroughfare, the City will require repair in the interests of the safety or convenience of the public.

The City may, by notice, require the Permit holder:

- to make good the damage to the street thoroughfare
- to affect such repairs, as are specified in the issued notice
- by the time specified in the notice

If the permit holder does not comply with the requirements of the notice by the time specified in the notice, the City may make good the thoroughfare and may recover the expenses incurred in doing so, from the permit holder in a court or competent jurisdiction, or from the security deposit / permit bond held by the City. The Permit holder may request an extension of time, which will be considered by Director, City Infrastructure.

## PART C – APPLICATION FOR A TEMPORARY THOROUGHFARE CLOSURE PERMIT

I, *(Applicant's full name)*

of *(Company name and address)*

apply for a Temporary Thoroughfare Closure Permit under the Local Government Act 1995, Part 3, Division 3 Sections 3.50 and 3.50A, for the following location:

No

Lot

Street/s

Suburb

for a period of

weeks/days namely

until

for the purpose of

### Tick applicable

Repairs or Maintenance

Roadworks

Other – for example, a service installation – please describe

Description and Methodology of Stakeholder Management and Communications

## Checklist – other documents in addition to Part A of this Application

Evidence of approval/authorisation from other State Government Agency
Variable Message Signs Plan
Other Legislative and Statutory Requirements
Copies of public notification, stakeholder communication methods and strategies
Other Clearances, Permits or Approval

## Checklist – Temporary Thoroughfare Closure Greater than 4 Weeks

Local Government Act 1995 Part 3 Division 3 Section 3.50, 3.50A, 3.51 & 3.52 Local Government (Administration) Regulations 1996 Part 1A Section 3A
A written letter of the proposed order for a road closure giving adequate details of the proposal, including the location of the thoroughfare, where, when and why it would be closed, and inviting submissions from any person who wishes to make a submission.  It is the responsibility of the Applicant to provide this letter to the City. The City will only be responsible for managing the distribution of this letter to the stakeholders and persons prescribed under the Act.
Draft public notification content of the proposed thoroughfare closure to be published on the City's website, forums, publications, and newsletters.  It is the responsibility of the Applicant to provide this letter to the City. The City will only be responsible for managing the distribution of this notice through the City's official public media forums and website.
Acknowledgement of a local public notice period of not less than 7 days

## Endorsement by Principal of Works

I hereby certify that this application contains a true and accurate description of the proposed works and will be carried out in strict accordance with this application and relevant legislative and statutory requirements. I accept and undertake to comply with the conditions specified within this application Parts A and B and, the issued permit. I agree to inspect the site and report on any existing damage to the City's assets prior to commencing the works. Failure to report such damage will make me liable to pay full restoration costs of damage found at the completion of the works.

Principal Applicant Name

Position / Title

Signature

Date

## Permit Fees

Refer to the City's current fees and charges for the applicable permit fee. In addition to the permit fee, the Applicant must submit a 12-month security deposit equal to the estimated cost of the affected asset replacement (but not less than \$2,000). A supervision fee equal to 1.5% (when a Consulting Engineer has been engaged) or 3% of the works as calculated from the total contractual cost, is applicable to major works and for the ongoing inspection of the works by the City.