

Purpose

This guideline outlines the process for obtaining an Obstruction Permit, with or without Traffic Management Approval, from the Town of Claremont prior to the commencement of works that will temporarily obstruct a verge, footpath or road. This is to ensure that all works requiring temporary obstruction of a verge, footpath, parking lane, or roadway within the Town of Claremont are appropriately permitted and managed in accordance with Town requirements and traffic management standards.

Obstruction

This pertains to any activity or thing that may obstruct any part of the verge, footpath or road. This includes but is not limited to the following:

- Construction and Maintenance Works;
- Excavation works;
- Events or social activities;
- Skip bin;
- Temporary signages;
- Fencing;
- Laydown or work area; and/or
- Any material, plant, equipment or vehicle.

Traffic Management

Traffic management involves developing and implementing measures that ensure the safe and efficient movement of road users while minimizing impacts from construction, maintenance, events, and changing traffic conditions. The Town requires the submission of a Traffic Management Plan and/or Pedestrian Management Plan if any obstruction would affect the normal traffic or pedestrian operation.

The traffic or pedestrian management plan shall be prepared in accordance with the Main Roads Western Australia Traffic Management for Works on Roads Code of Practice, Austroads Guide to Temporary Traffic Management (AGTTM) AS 1742.3:2019 Traffic Control for Works on Roads and/or other relevant codes.

The Town reserves the right to determine whether the application requires the submission of such plans.

Noise Management Plan

Works outside the standard working hours (7:00PM to 7:00AM) and during Sundays would require submission of a Noise Management Plan (NMP) to the Town's Environment Health Team for their approval. This approval is required prior to implementation of any work, traffic management plan or obstruction.

Please forward a copy of the NMP to toc@claremont.wa.gov.au at least 14 days prior to the proposed works and ensure that impacted residents and businesses are notified of the works by mail at least 24 hours prior to the works commencing as required un the *Environmental Protection (Noise) Regulation 1997*.

Obstruction Permit Application Guideline

For details about what a NMP requires please see '**Noise Management Plan Requirements**' document. A fee of \$200 incl GST will be charged for processing the NMP and seeking the CEO approval.

Please provide contacts for invoicing details below:-

- Applicant Name:
- Business Name:
- Postal address:
- ABN:
- Email address:
- Phone number:

The obstruction permit is only considered valid upon securing the required environment approval for working outside standard working hours. Infringement may apply if any work, traffic management plan or obstruction is implemented without the complete approvals required.

Parking Bay Hire

Any obstruction or work that requires hiring of parking bays should be coordinated with the Town's Community Safety and shall be applied on the Town's website : [Application to Hire a Parking Bay Form | Town of Claremont](#) or contact them via our Customer Relations team on **9285 4300**.

Application Procedure

Step	Procedure Name	Procedure Description
1	Submission	• The application is required to be submitted seven (7) working days prior to the commencement of works. • If the application is not received within seven (7) working days prior to the start of works, additional fees may apply or the application may be declined. • The application should include the following documentation but not limited to : a) Completed Obstruction Permit Application b) Site Location Plan c) Scaled sketch or drawing d) Photos e) Traffic and/or Pedestrian Management Plan if necessary f) Noise Management Plan if necessary
2	Assessment	• The Town requires seven (7) working days to process any application except for urgent or emergency works. Assessment duration may change depending on complexity of application, applicant's response time, turnaround of document submission, and other factors. • Road closures for more than 28 days, may require additional approval from the CEO or Council.

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		The Town has the right to request additional documentation or information to assess the application.
3	Payment of Fees	Once the Town has completed its assessment and is satisfied that all requirements have been met, the applicant will be required to pay the applicable fees as determined by the Town prior to the issuance of the permit.
4	Issuance of Permit	Once payment has been received, the Town will issue the obstruction permit including conditions.

Payment Fees

The payment of fees for the obstruction permit shall be in accordance with the Schedule of Fees and Charges approved by Council for the current financial year. Additional fees may be imposed as determined by the Town.

Permit Validity

Obstruction Permit without Traffic Management Approval

Obstruction permit without traffic management approval is valid for the approved duration, for period of up to three (3) months. Any application exceeding three (3) months is subject to the Town's approval and payment of a fee of \$200 incl GST for each subsequent three-month period.

Obstruction Permit with Traffic Management Approval

Obstruction permit with traffic management approval is valid for the approved duration, for period of up to three (3) months. Any long-term traffic management plan exceeding three (3) months is subject to the Town's approval and payment of a compliance safety inspection fee of \$200 incl GST for each subsequent three-month period.

Permit Extension

For permits approaching their expiry date, applicants may apply for an extension, subject to approval of the Town and payment of appropriate fees if required. Application for an extension must be submitted seven (7) working days prior to the permit expiry date. The applicant may not need to pay additional fee if the extension falls within the initial or subsequent three-month period.

If obstruction continues after the permit has expired and no extension has been approved, the applicant may be liable for infringement action.

If an applicant fails to submit an extension application before the permit expiry date, they may still apply for an extension within seven (7) working days after the expiry date. Applications submitted within this period will be assessed as an extension request rather than a new application. However, infringement fees may apply, subject to the Town's determination.

Permit Renewal

Any renewal request submitted more than seven (7) working days after the permit expiry date shall be treated as a new application.

Permit Cancellation

The Town reserves the right to revoke any permit where the applicant fails to comply with the permit conditions. Any applicable infringement fees may be issued in accordance with the relevant legislation and policies.

Infringement

Infringement fee shall be determined by the Town's Community Safety. The fee shall align with the Town of Claremont's 'Activities on Thoroughfares and Public Places Local Law'