

LEGISLATION

Under the *Local Government (Uniform Local Provisions) Regulations 1996* and the City of Wanneroo's *Public Places and Local Government Property Local Law 2015*, all works within the road reserve require a permit from the City.

BUILDING CONSTRUCTION AND DEMOLITION WORKS STREET AND VERGE BOND

When a building or demolition permit has been issued by an authorizing body (City of Wanneroo) a 'street and verge bond' permit must be obtained before work starts. There is a non-refundable administration fee of \$100 (incl. GST) which all applicants must pay.

The City also requires a refundable bond which insures against any damage to its infrastructure assets (footpaths, kerbs, road surfacing, drainage etc.) caused during the works.

The cost of this bond depends on the overall cost of the works:

FEES AND CHARGES*

VALUE OF WORK	ADMINISTRATION FEE (non-refundable)	REFUNDABLE BOND	SECOND INSPECTION
up to \$5000	\$100 (incl. GST)	\$0	\$50 (incl. GST)
\$5000 up to \$20000		\$1000	
\$20000 and over		\$2000	

** These fees and charges are subject to review and may change without notice*

The bond is refundable to the building or demolition permit holder (responsible person) provided there is no new damage to the City's infrastructure assets. However if the works do cause damage, the City will advise the responsible person for the works (as defined by the City's *Public Places and Local Government Property Local Law 2015*). The City will provide an estimated cost to rectify the damage and provide the responsible person the opportunity to carry out the works (at their expense) and to the City's current infrastructure standard drawings.

If the responsible person would rather the City carry out the rectification works, the City will arrange for them to be carried out as soon as possible after written approval and agreement to pay costs is received. If the cost of works is less than the bond, the City will return the balance. However if the total costs are more than the bond, an invoice will be issued for the outstanding balance (total costs – bond = invoice total) for payment by the responsible person.

For Cancellation of building or demolition permits, BA8 - Notice of Cessation, the responsible person should include a copy of the City's acknowledgment of their request for cancellation, with the refund request.

Where the responsible person wishes the City to return the verge bond to their client or a third party, a letter of authorization is required. The City can provide an acceptable statement upon request.

BEFORE WORKS BEGIN

The responsible person for the works should provide the City with a pre-construction report prior to work starting. If the report includes photographs, these should be date stamped to show when they were taken. The report should be submitted to the City via the on-line portal as evidence of pre-construction damage. This will be used as a comparison with the post-construction report (if provided) or City's verge inspection for evidence of additional damage (new or deterioration of existing).

FOLLOWING COMPLETION OF WORKS

Once the works are completed a 'street and verge bond refund application SVB 1R' (SVB 1R) form must be submitted to the City along with a copy of receipt or other documentation supplied by the City as evidence of payment.

Please note, that a BA7 - Notice of Completion must be submitted separately before the refund request, to the City's Customer Relations Centre, before an application for verge bond refund can be processed. Without this document the City will not be able to process your refund request as per agreed processing times.

To allow for a speedy return of the bond, the responsible person should consider supplying a post- construction report similar to the pre-construction report, which would enable a comparison between reports.

Once the City has received the completed SVB 1R form, the Engineering Maintenance team will compare the pre-construction and post-construction reports before carrying out an inspection of the location along with any rear access roads and roads adjacent to the side of the property, as required. If no pre-construction report was submitted to the City, it will be assumed that all damage identified during the post-construction inspection has been caused during the construction of the property. *Please note that all photographs should be date stamped to ensure authenticity of timeline.*

This assessment determines the current condition of the City's infrastructure assets at the time of inspection.

REQUIREMENTS

To ensure that the bond is returned in full, the responsible person must ensure that all damage done to the City's infrastructure assets during the construction phase are rectified to the satisfaction of the Chief Executive Officer or his representative and complies with the current infrastructure standard drawings.

A refund of the bond, will normally take approximately 6 to 8 weeks, however, during high volumes of refund requests and shut down periods e.g Christmas & New Year, this time scale may be longer.

ADDITIONAL REQUIREMENTS

Please be advised that, due to the current COVID-19 pandemic and the City being unable to provide a cheque or other forms of payment that may normally be received, an EFT (electronic fund transfer) form must be completed for all refund requests and returned to [insert mail box address that online SVB 1R's are submitted to], as soon as possible. By providing a completed EFT form, this will allow the City to best utilise its resources to return the verge bond to you as quickly as practicably possible during the current crisis.

Please note, that without this completed form, the City will not be able to process the verge bond refund.

The City thanks you for your assistance and understanding during these very difficult times.

REFUND CHECK LIST

- Completed SVB 1R application form
- Proof of payment
- BA7 - Notice of Completion submitted to appropriate City of Wanneroo business unit *
- BA8 - Notice of Cessation submitted to appropriate City of Wanneroo business unit*
- Letter of Authorisation**

* Not to be attached with refund application. Provide copy of City of Wanneroo email acknowledgement of Notice submission

** From the named builder on the building permit

- By ticking this box you are confirming that you are a Builder and the City holds your banking details on record

RELATED ITEMS

www.wanneroo.wa.gov.au/downloads/download/22/local_laws

www.wanneroo.wa.gov.au/buildinginformationsheets

www.wanneroo.wa.gov.au/directory/16/what_approvals_do_i_need

www.wanneroo.wa.gov.au/applications_online

www.wanneroo.wa.gov.au/downloads/download/470/street_and_verge_bond

www.wanneroo.wa.gov.au/homepage/83/street_and_verge_bond