

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*, where all works taking access from the road reserve to private property 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 authorising 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 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 (GST exempt)	\$0	\$50 (GST exempt)
\$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 authorisation 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 online 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 and New Year, this time scale may be longer.

ADDITIONAL REQUIREMENTS

The City can refund the verge bond by EFT (electronic fund transfer) to your nominated bank account or cheque which will be posted out to the address details provided in section 2 Applicant/Responsible Persons details of the Application for Return of Bond SVB 1R form.

By completing section 4 Application for Verge Bond Refund by Electronic Funds Transfer (EFT) of the Application for Return of Bond SVB 1R will allow the City to return the verge bond to you as quickly as possible.

If you do not wish to provide your banking details to the City, the verge bond will be posted out to you by cheque, which may cause a delay in you receiving the bond.

The City thanks you in advance of your assistance in this matter.

REQUIRED DOCUMENTS

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

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

ADDITIONAL DOCUMENTS

- Letter of Authorisation from the named builder on the building permit
- Pre-construction Information
- Post-construction Information

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