

City of Wanneroo
23 Dundebur Road, Wanneroo WA 6065
Locked Bag 1, Wanneroo WA 6946

T 9405 5000
E enquiries@wanneroo.wa.gov.au
wanneroo.wa.gov.au

What is a Verge Licence?

In accordance with the *Local Government (Uniform Local Provisions) Regulations 1996* and the City's *Public Places and Local Government Property Local Law 2015* the City has the authority to allow the use of the City's road reserve for the storage of certain materials including conditions on how the verge area is used.

It is an offence to place anything in the verge area without the City's approval. The following information guides applicants on the submission requirements and process for obtaining approval for using the verge during building, demolition or development works.

Please note that a verge licence will only be issued where there is limited space due to the size of the lot or the nature of the building design.

Verge Licence Submission Requirements

- Materials stored within 2m of a kerb line shall be no greater than 750mm in height
- Where a footpath exists, materials may be setback no closer than 0.5m from the kerb line
- If no footpath exists, materials must be setback 1.0m from the kerb line to allow for a safe and clear access
- Obstruction of footpaths will generally not be supported. Any application to obstruct a footpath will require the application to be referred to the City's Assets Maintenance team for consideration.
- The use of or obstruction of a road will generally not be supported. Any application to use or obstruct any part of a road will require the application to be referred to the City's Traffic Services team for consideration. Please note that you will be required to submit a Traffic Management Plan as part of your application to use or obstruct a road. You may also be required to indemnify the City.
- Street trees are to be provided with a 'Tree Protection Zone' in accordance with the City's Street Tree Policy
- Applicants must ensure that no obstruction or damage is caused to manholes, inspection pits, fire hydrants, water or gas valve, electrical substation, power pole, drainage gully, water channel or any other service in the verge area for which access may be required
- Under no circumstances can sea containers or site sheds be located in the verge. They must be located on the building site.
- Bulk bins and portable toilets must be setback at least 2m from the kerb line and not situated over any footpath or verge infrastructure
- Applications to store materials on corner lots must ensure that the vision of vehicles is not impeded. This includes ensuring that the height of materials is not greater than 750mm or locating the materials at the furthest point along the verge away from the corner

Circumstances under which a Verge Licence will not be granted

In most cases a verge licence will be granted once a completed application form has been submitted and all fees and bonds are paid. Materials cannot be placed on a verge until the licence has been received.

There are a number of circumstances under which a verge licence will not be granted, namely:

- a) Granting the licence would result in an unacceptable risk to pedestrians
- b) The use will place an unacceptable risk to verge infrastructure
- c) Street trees are endangered and protection for the tree cannot be established
- d) The building, demolition or development works is completed

- e) It is considered that there is sufficient usable space on the property
- f) The materials will impede the vision of traffic
- g) The applicant or persons engaged by the applicants have previously;
 - o Failed to obtain a licence;
 - o Consistently failed to comply with licence conditions; or
 - o Failed to repair damage caused to the satisfaction of the City

What do I need to submit?

- A site plan illustrating the verge, crossover location, all infrastructure (drainage pits, manhole covers), trees and the proposed area to be used
- Illustrated details of your Tree Protection Zone
- Details of the heights of materials
- Illustrated details of setbacks from the kerb line and all verge infrastructure

Lodgement Options

Online

The City's preferred lodgement method is online, applications can be submitted via the below link:

[Apply Online](#)

In Person

You can lodge an application over the counter at the City of Wanneroo Civic Centre located at 23 Dundobar Road, Wanneroo during business hours of Monday-Friday 8.30am - 5.00pm.

By Post

You can lodge an application via post to:

City of Wanneroo

Locked Bag 1

WANNEROO WA 6946

Fees

To determine your application fees, please refer to please refer to our [Building Fee Schedule](#) or [Building Application Fee Calculator](#) on the City's website.

For further information, please contact the City's Building Services on 9405 5000.

Disclaimers:

1. In line with the City's recordkeeping requirements, please ensure that the information included on any application form is accurate and complete. Please also retain a copy of the completed form before submitting with the City as the form and any supporting documents will not be returned. The City accepts no responsibility for any loss, damage, liability or inconvenience suffered by any person as a result of using an application form or lodging an application form with the City.

2. This information sheet is produced by The City of Wanneroo in good faith and the City accepts no responsibility for any ramifications or repercussions for providing this information. This information sheet is correct as of December 2020 and prone to alteration without notification.



Did you know?

Save time and apply online! This application is available for lodgement via the City's website

www.wanneroo.wa.gov.au

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Property Details	
<input type="checkbox"/> Vacant Lot <input type="checkbox"/> Existing Building <i>(please tick)</i>	
House Number:	Lot Number:
Street Name:	
Suburb:	Postcode:

Property Owner Details	
Owner Name:	
Address:	
Suburb:	Postcode:
Email Address:	Phone Number:

Applicant Details	
Applicant Name:	
Address:	
Suburb:	Postcode:
Email Address:	Phone Number:
Signature of Applicant:	Date:

Details of the Deposit – Please Refer to the City’s Verge Licence Information Sheet for Restrictions	
Material Types : (e.g. timber, steel mesh, sand)	
Define the Proposed Location: (e.g. grassed verge of No.10)	
What is the Gross Verge Area Required? (m ²)	
Requested Licence Period:	From: _____ To: _____
Total Fees Payable:	(\$1.00 Per m ² Per Month) = \$ _____

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