

# Verge Permit Application Form

(Depositing Materials on a Verge or Excavating Near a Street)



Date of Publication 21/07/25

		Office Use Only			
<b>Verge Permit Application Number</b>	/	/VERGE	<b>Building Application Number</b>		
<b>Applicant to complete</b>					
<b>Property Details</b>					
<b>Street Number:</b>			<b>Lot Number (if known):</b>		
<b>Street Name:</b>			<b>Suburb:</b>		
<b>Applicant details</b>					
<b>Applicant/Company Name:</b>					
<b>Applicant Address:</b>					
<b>Applicant Email:</b>					
<b>Applicant Phone:</b>					
<b>Applicant details</b>					
<b>Proposed Materials to Deposit on Verge:</b>	<input type="checkbox"/> Building Materials		<input type="checkbox"/> Excavation		
	<input type="checkbox"/> Other, please specify -				
<b>If excavation near a street, provide reason for Excavation:</b>					
/ /					
<b>Start date of hire</b>					
/ /					
<b>Finish date of hire</b>	<b>Total Months of Hire</b>	<b>Calculate Fee</b>			
<b>Area of verge to be hired (width x length)</b> Only calculate portion that is required to be hired	m <sup>2</sup>	Total Months of Hire x total area to be hired		\$	
	<b>Total area to be hired</b>	_____ X _____			
		Plus, Application Fee			\$118.50
		Total Payable			

**Applicant declaration**

**I acknowledge and confirm the following:**

**I have attached a copy of the site plan showing the location of the deposited materials or excavation to this application.**

**I have attached a valid copy of the Certificate of Currency for Public Liability Insurance Certificate to demonstrate sufficient cover over the time the proposed activity will be undertaken – Minimum cover - \$20 million.**

**I understand depositing of building materials or excavation must be carried out in accordance with the conditions overleaf.**

I have read, understood and agree to the requirements of the City’s Deposited Materials on a Verge or Excavating near a Street Information Sheet.

**Name and Signature of applicant:**

**Date:**

**Conditions of Use for Storing Materials on a Verge or Excavating Near a Street**

In accordance with the *Local Government (Uniform Local Provisions) Regulations 1996* and the *City of Belmont Consolidated Local Law 2020*, the City has the authority to permit the use of a specified City verge and apply the following Conditions of Use:

1. Maintain a minimum clearance of 0.5metres from the kerb and with a storage height of materials not higher than 1.2metres.
2. Maintain a minimum clearance of 1.5metre x 1.5metre truncated area from any crossover.
3. Adjacent footpaths and roads must be kept free from obstruction and spillage (eg sand) at all times.
4. Where there is no footpath, a minimum of 1.5metres clearance from the kerb or the front property boundary must be kept free from obstruction and spillage at all times.
5. Any services pits, lids and boxes must be kept clear and accessible at all times.
6. Where any excavation is proposed, it is the responsibility of the applicant to ensure the necessary surveys have been undertaken to identify all underground services and that the required permissions and approvals have been obtained from all relevant services providers, prior to any commencement.
7. Where deep excavation is proposed, which has the potential to undermine adjoining land and structures, the City must be consulted, and consent obtained prior to any commencement.
8. Where any verge trees including branches, roots, etc could be adversely affected or damaged, adequate protective structures must be provided to ensure that a necessary

tree protection zone is maintained at all times (See City of Belmont Fact Sheet – Tree Protection)

[City trees | City of Belmont](#)

9. No verge trees can be removed, pruned, lopped, or interfered with in any way without the prior approval of the City Parks & Environment.
10. Where stored material may present a hazard (eg trip, sharp, prone to collapse) to the public it must be protected in an appropriate manner eg fencing,
11. Unless an approval is extended by the City, all materials and protective structures must be removed at the expiry of the original approval or as directed by the City.
12. Appropriate protective structures must be in place around any excavations at all times.
13. Where the works involve excavation, protective structures must remain until the excavation is filled.
14. It is the responsibility of the applicant to keep the approved zone and surrounding areas in a tidy condition and to dispose of appropriately any disused or dumped material.
15. Any damage to the public thoroughfare and/or verge resulting from the placement of materials, excavations or protective structures must be repaired to the satisfaction of the City within the timeframe provided.
16. Portable toilets, site offices and storage sheds must be placed within the building site boundary and cannot be located on the verge.
17. Unless approved by the City, waste receptacle must be placed within the building site boundary and cannot be located on the verge.
18. All building works and activities must be undertaken within the building site boundary and cannot be undertaken on the verge, footpath or crossover.
19. Public Liability Insurance (minimum \$20 Million) provided and maintained valid throughout the approval period.
20. The City withholds the right to withdraw the Permit approval at any time.

## Verge Permit Overview

A verge is the portion of land, which lies between a road and an adjacent property line.

Many construction sites within the City of Belmont have restricted or limited areas for the storage of building materials and in some instances, the verge may be the only location to temporarily store building materials.

In other situations, a builder may need to install scaffolding on the verge or excavate adjacent to a street or verge.

With any proposal to use a verge for any of the above purposes, it is necessary to first obtain a Verge Permit from the City. This ensures that public safety and convenience can be ensured together with the builder's requirements.

## Approved Building Materials on Verges (with a valid permit)

- Sand, soil, bags of cement, metal construction, timber, bricks, fencing, pavers and the like

## Prohibited Building Materials and Activities on Verges

- Toilets, site office and storage sheds (must be stored on the private property);
- Sea Containers;
- No building works (cutting, mixing, assembling etc.) are permitted to be conducted on the verge area, footpath or crossover– all building works must be undertaken within the site boundary.

## Making an Application

Please submit the following:

- Completed Verge Permit Application Form
- A copy of the site plan clearly highlighting the proposed area of verge required
- Copy of valid Public Liability Insurance – Minimum \$20 million

## Application Fees

Application Fee	\$118.50
Hire Fee	\$1 per 1m <sup>2</sup> per month

## Penalties

An applicant must comply with the Permit's Conditions of Use and ensure they have the required approvals prior to commencement, as penalties apply.

**For further information, please contact the City of Belmont on 9477 7222.**