



Offices: 102 North Road
 Postal Address: PO Box 484, ALBANY WA 6331
 Phone: (08) 6820 3000
 Email: cityassets@albany.wa.gov.au
 IAR229.1.01/06/2026

APPLICATION FOR PERMIT TO TRENCH THROUGH/UNDER ROAD RESERVE

APPLICANT'S DETAILS					
Name of Applicant:				Date of Application:	
Postal Address:					
Contact Number:	Home:		Mobile:		
PROPERTY DETAILS					
Lot No.		House No.		Street Name:	
DETAILS OF WORK					
Explanation of the works:					
Will the works affect an adjoining property?					
Will the works affect traffic flow?					
Will a footpath be affected by the works?					
Will a kerb be affected by the works?					
Contractor Details:					
Contact Number	Work:		Mobile:		
Date of construction:					

Important Notes:

1. Before You Dig Australia must be completed prior to construction www.byda.com.au
2. The permit is only valid for a period of 3 months from date of issue.
3. The permit applicant/holder must hold a current public liability insurance policy with a cover of not less than \$10 million per claim
4. The permit applicant/holder must have sufficient insurance to cover the cost of any required repairs or damage caused to infrastructure within the verge.

A plan of the proposed work must accompany this application form.

Public Liability Insurance Certificate of Currency must accompany this form.

 Applicant Signature

 Date

* Note: Digging a trench through or under council road reserve without a permit will incur a fine as per Local Laws.

OFFICE USE ONLY			
Inspection at the completion of works		Sign	Other comments:
Kerb/Footpath/Road restored to previous condition.			
Verge backfilled, compacted and returned to its original condition.			
Date of inspection:			
AUTHORISATION			
Assessment Number:		Approved by:	
Permit Number:		Date permit issued:	
Connection inspected by:			
Authorising Officer:		Date:/...../.....	

Privacy Collection Notice

The City of Albany collects your personal information to deliver services and meet our legal obligations under relevant laws.

We handle your information in line with the *Privacy and Responsible Information Sharing Act 2024*. Your information is stored securely, kept only as long as needed, and may be shared with other government agencies if required or permitted by law.

You can request access to or correction of your personal information at any time.

Contact:

City of Albany Privacy Officer

Phone: 08 6820 3000

Email: prisproject@albany.wa.gov.au