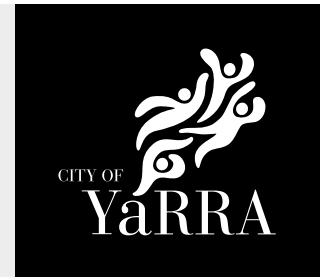




# Construction Management Plan (CMP)

## Section A

### Before you start and site establishment



#### Public lighting and/or power lines All applicable sections must be completed

If existing street lighting (either on a pole or the wall of property) requires disconnection, it will only be approved on the condition that temporary lighting is approved by council. The lighting needs to replicate current lighting conditions and be equal to the level and distribution pattern of the existing street lighting in the area. All proposed changes to existing lighting will be referred to Council's Civil Engineering Unit for assessment and must be satisfied prior to the CMP being endorsed.

In some instances, it may not be possible to reinstate existing light and/or overhead powerlines due to proximity to the new development. Future reconnection of permanent lighting details must be submitted to council, together with the application to disconnect the existing street lighting.

Where pedestrian hazards associated with the hoarding or other public protection are present, significantly higher lighting levels will be required by council.

It is the responsibility of the builder/site manager to ensure that the CMP is checked by the power authority, to ensure that the proposed activities comply with "No Go Zone" requirements for both overhead and underground power lines.

Submit supporting documentation from relevant authority (if required).

Will this stage of works impact (including removal or disconnection) existing public street lighting, poles or powerlines?\*

Yes  Provide details below  No

Details If you require more space attach additional documents as Appendix A - Section A: Before you start and site development

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Provide lighting details to ensure the pedestrian pathway or footpath meets standards for pedestrians.\*

Details If you require more space attach additional documents as Appendix A - Section A: Before you start and site development

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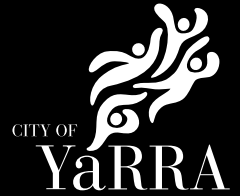
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# Construction Management Plan (CMP)

## Section A

### Before you start and site establishment



#### **Stormwater and spoil consideration** All applicable sections must be completed

Sediment traps or filters must be placed around any drain affected by construction works to prevent sediment entering the stormwater system. Sediment controls are often moved during construction works and should be checked daily to ensure they are in place.

Waste material, including liquid wastes such as paint, concrete slurries and chemicals must not be discharged into a stormwater drain. Facilities to enable paint brushes, rollers and spray equipment to be cleaned without any discharge of by-product into the stormwater system must be specified.

Site dewatering is forbidden, the water must be removed from the site by vac truck, we cannot allow unknown excavated contaminants discharged via the drains to our water courses. Severe penalties (both personnel and company) are imposed if found to be causing environmental harm.

If water quality testing is carried out with no contaminants found and satisfactory silt management procedures in place, the council may at this point allow discharge to the drain. Any report stating such would be referred to our Drainage and Stormwater Team for sign off.

Please note, drainage assets surrounding the site will be camera checked prior to commencement of construction and will be checked post, if excess siltation is found the penalties can be applied. These inspections are captured as part of the CMP and Asset Protection Permit applications for the site.

#### **It is the responsibility of the builder/site manager to ensure:**

- Sediment control measures, including a designated wash-down area, are installed before work starts and are adequately maintained throughout all stages of the development. Sediment must not be tracked off-site.
- Vehicle access/egress points on the site are stabilised with crushed rock to reduce the likelihood of mud being tracked onto the road, and also provide all-weather site access.
- The stabilised access point is designed to ensure that water is diverted from the area and that structures are placed to ensure vehicles cannot bypass it when exiting the site.
- A vibration (rumble) grid or similar is in placed inside the main egress point of the site to vibrate mud and dirt off the vehicle and tyres before exiting the site.

- Concrete is handled, stored and disposed of correctly to prevent it polluting the stormwater system. Wash out and discharge of concrete waste including slurry, brick and tile mortar onto the ground or into stormwater drains on the site is strictly prohibited.
- All workers and subcontractors on the site or making deliveries to site are made aware of their responsibilities to minimise pollution and act in ways that do not cause environmental harm through spillage or leakage of concrete.

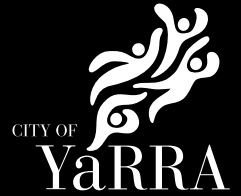
#### **The builder must not:**

- Drive or permit or cause to be driven a vehicle on a road or footway in the course of any trade, industry or commercial undertaking, unless the wheels and tyres of the vehicle are free from soil, earth, clay or like substances.
- Allow any produce, soil, earth, mud, clay, liquid waste or like substance to fall from or escape onto a road or footway from any vehicle or any equipment which is operating in the course of any trade, industry or commercial undertaking relating to the site.
- Allow any grease, oil, mud, clay or like substance to run off a motor vehicle being cleaned in the course of any trade, industry or commercial undertaking onto a road, footway or into a drain relating to the site.
- Where building work is being carried out on any land the builder must ensure that contaminated water including, run off of chemicals, sediments, concrete, soil, wash down, animal waste or other pollutants does not enter the storm water system from the land or the washing or cleaning of tools or in any other way.

# Construction Management Plan (CMP)

## Section A

### Before you start and site establishment



**Stormwater and spoil, consideration** All applicable sections must be completed

Stormwater/spoil management plan attached?\*

Yes **See requirements below**  No **CMP application cannot be assessed**

Submit a spoil management plan and include the following information:

- Location of site entries and traffic paths to, from and around the site.
- Details of site entry and traffic routes stabilised with crushed rock, bitumen or similar base. Provide details of methodology and materials to ensure compliance.
- Location of hardstand areas.
- If trucks will be driven onto site and loaded onsite.
- Details of facilities and/or methods for onsite vehicle cleaning.
- Indicate methods or processes to be used to clean up dust, dirt and mud should it fail to be contained within the site.
- Details of rumble grids or similar device installed to collect mud/sediment from the wheels of vehicles leaving the site. Provide details of methodology and set up to ensure compliance.
  - Rumble grids to be cleaned daily, with consideration given to water saving measures.
  - Water run-off from cleaning the grid filtered before entering the legal point of discharge.

For additional information, visit the Melbourne Water [website](#) and refer to the 'keeping mud off roads' section.

**Asset protection** All applicable sections must be completed

If a building permit is required for building work on land and that building work, person or class of persons have not been exempted, the builder or any demolition contractor must not carry out or allow to be carried out building work on that land unless an Asset Protection Permit has been obtained and must not be of any breach of any conditions of an Asset Protection Permit and pay any bond determined by Council.

Do you have an Asset Protection Permit?\*

Yes Permit number: APP  Application attached **See requirements below**  No **CMP application cannot be assessed**

Submit an asset protection permit application, visit [here](#) for details.

- Council will determine an asset protection permit bond.
- Drainage inspections will be conducted by council before the works start and at the completion of works (additional fees apply).
- There application must cover both demolition and construction stages (if applicable). There will be no staged permits.

Pre-condition survey (dilapidation report) attached?\*

Yes **See requirements below**  No **CMP application cannot be assessed**

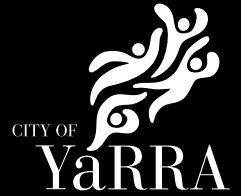
Submit a pre-condition survey (dilapidation report) and include:

- The subject site and all adjacent council roads frontages and nearby infrastructure.
- A photographic condition report of all council assets within reasonable proximity to the site – including kerbs, mountable kerbs/island, non-damaged assets and any pre-existing damage to assets.
- Photos of council assets along the vehicle route to/from the site (to the nearest arterial road) – including council roads, footpaths, laneways, kerbs, channels, stormwater pits, poles, power lines, street furniture, trees, nature strips, pits, roundabouts, traffic islands, speed-bumps and traffic/parking signs.

# Construction Management Plan (CMP)

## Section A

### Before you start and site establishment



#### Asset protection All applicable sections must be completed

If a building permit is required for building work on land and that building work, person or class of persons have not been exempted, the builder or any demolition contractor must not carry out or allow to be carried out building work on that land unless an Asset Protection Permit has been obtained and must not be of any breach of any conditions of an Asset Protection Permit and pay any bond determined by Council.

#### Asset protection permit application attached?\*

Yes **See requirements below**  No **CMP application cannot be assessed**

Submit an asset protection permit application, visit [here](#) for details.

- The application must cover both demolition and construction stages (if applicable).
- Council will determine an asset protection permit bond.
- Drainage inspections will be conducted by council before the works start and at the completion of works (additional fees apply).

#### Pre-condition survey (dilapidation report) attached?\*

Yes **See requirements below**  No **CMP application cannot be assessed**

Submit a pre-condition survey (dilapidation report) and include:

- The subject site and all adjacent council roads frontages and nearby infrastructure.
- A photographic condition report of all council assets within reasonable proximity to the site – including kerbs, mountable kerbs/ island, non-damaged assets and any pre-existing damage to assets.
- Photos of council assets along the vehicle route to/from the site (to the nearest arterial road) – including council roads, footpaths, laneways, kerbs, channels, stormwater pits, poles, power lines, street furniture, trees, nature strips, pits, roundabouts, traffic islands, speed-bumps and traffic/parking signs.

#### Site access All applicable sections must be completed

#### Site vehicle access plan attached?\*

Yes **See requirements below**  No **CMP application cannot be assessed**

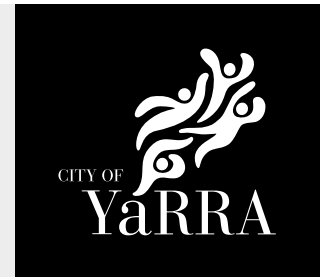
Submit a site access plan and include the following information:

- Location of utility pits and covers. Where vehicle access is required over a utility pit. Submit supporting documents from the relevant authority.
- Truck access to/from site from the nearest arterial road. You can use a google map screenshot and draw on the route.
- A statement indicating the largest sized trucks (including trailers) to be utilised during each phase – demolition, excavation and construction.
- A swept path analysis for each vehicle requiring access to site/construction zone, demonstrating access and egress routes to the site from the nearest arterial road (full route).
  - Swept paths must not mount pedestrian footpath or kerb (this is not permitted).
  - For each swept path, identify how access is to be provided for trucks where vehicle swept paths encroach into parking bays. Note: permanent work zone, construction zone or no stopping zones are unlikely to be installed unless they are directly outside the building site.
  - Swept paths take into account clearance to parked cars, poles and other obstacles.
- Relevant forward and reversing manoeuvres.
- Notate where any asset is required to be moved to facilitate movements.

# Construction Management Plan (CMP)

## Section A

### Before you start and site establishment



#### Vehicle crossovers All applicable sections must be completed

**The builder must not, without a permit, construct, repair, reconstruct or remove a temporary or permanent vehicle crossing.**

If building work is to be carried out or is being carried out on private land, the builder must not drive, or permit to be driven a motor vehicle over a kerb, nature strip or footpath to access the private land unless a temporary vehicle crossing is in place and the motor vehicle drives over that temporary vehicle crossing.

If the Council or an authorised officer has required the owner or occupier of any private land on which building work is to occur to construct a temporary vehicle crossing, the builder must not carry out, permit to be carried out, cause or allow the building work to commence until the permit has been granted and the temporary vehicle crossing has been constructed.

#### Is a temporary vehicle crossing required for site access?\*

Yes **See requirements below**  No **Go to next question**

**Requirement 1:** The location and details must be shown on the site plan.

**Requirement 2:** Submit an application for a temporary (concrete) vehicle crossing permit – refer to Yarra Standard Drawings YS601, visit [here](#) for details.

#### Is a permanent vehicle crossing required?\*

Yes **See requirements below**  No **Go to next question**

**Requirement 1:** Submit an application for a permanent vehicle crossing permit. Refer to Yarra Standard Drawings YS601 and YS602, visit [here](#) for details.

**Requirement 2:** Internal slab levels may need to be altered to allow vehicle access. Levels for vehicle crossings that are existing or have been constructed previously do not necessarily comply with current council standards.

#### Parking sensors All applicable sections must be completed

Council can confirm if proposed works are in an area serviced by in-ground parking sensors.

#### Are proposed works in an area serviced by in-ground parking sensors?\*

Yes **See requirements below**  No **Go to next question**

**Requirement 1:** Additional fees apply for the removal and reinstatement of parking sensors.

**Requirement 2:** Council can confirm if proposed works are in an area serviced by in-ground parking sensors.

**Details** If you require more space attach additional documents as Appendix A - Section A: Before you start and site development.

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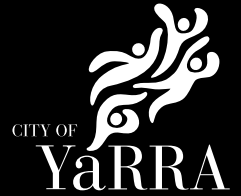
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# Construction Management Plan (CMP)

## Section A

### Before you start and site establishment



**Construction zone** All applicable sections must be completed

A construction zone is an approved area that can be used during construction.

This area may involve the use of plant and equipment or may be used for parking of construction vehicles.

The area is permanently allocated and is to be identified using council approved safety barriers.

Is a construction zone required?\*

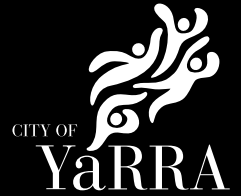
Yes **See requirements below**       No **Go to next question**

- Submit an application for a road/footpath occupation permit. Visit [here](#) for details.
- Mandatory information to be provided:
  - Application form – road/footpath occupation
  - Certificate of currency showing public liability for at least 10 million
  - Traffic Management Plan – set up and aftercare of construction zone
  - A safe work method statement (SWMS) addressing public safety:
    - List the type of high-risk construction work being done
    - State the health and safety hazards and risk to the public arising from that work
    - Describe how the risks will be controlled
    - Describe how the risk control measures will be put in place
  - Dimensioned site plan including:
    - Type of protection barriers being used
    - Existing on-street arrangements
    - Existing council street assets
    - Current line markings and measurements
    - Current parking sign locations
    - Property boundary line
  - If the location of your construction zone and site access affects nearby residents and businesses, provide detail of noise barriers solutions to be utilised onsite to reduce the associated construction noise
  - Detail the number of parking bays and metered parking bays required for the occupation
  - Photographs of nearest existing parking signs adjacent the proposed construction zone
  - Swept path analysis of vehicle egress/ingress to the construction zone from nearest arterial road
  - A cross section of proposed construction zone showing:
    - Existing and proposed conditions at the location of the construction zone
    - Where temporary drainage solutions are required, provide detail in the drawing
    - Show barriers and screens (as required).

# Construction Management Plan (CMP)

## Section A

### Before you start and site establishment



#### **Parking** All applicable sections must be completed

##### **It is the responsibility of the builder/site manager to ensure:**

- All contractor vehicles park legally or in a nearby off-street parking facility.
- During site inductions all contractors and sub-contractors are made aware of the lack of parking in the area and should seek private off-street car parks or use public transport.

##### **A work zone:**

- Allows parking restrictions to be varied/installed at a work site to enable vehicles associated with the construction site to park legally.
- Must be immediately next to the construction site and may extend up to the width of the property it serves.
- Must be in a legal parking area - it cannot be located in a 'No Stopping', 'No Parking' or 'Disabled Parking' area and must be consistent with any planning permit conditions.

- Does not authorise any other construction activity to occur in this area, e.g. site sheds, crane lifts, plant equipment or material storage.
- Is only in effect during working times, which will be specified on the signs (generally Monday to Friday 7am to 6pm and Saturday 9am to 3pm). Normal parking restrictions are in place outside of the approved times.
- Parking conditions in the surrounding area is considered as part of the assessment of the application. The request will only be approved if there is adequate parking available, which can be allocated for this purpose.

#### **Is a work zone required for trade vehicle parking?\***

You can apply for a work zone permit if you need dedicated parking spaces to park trade vehicles associated with your construction site.

**Yes** **See requirements below**       **No** **Go to next section**

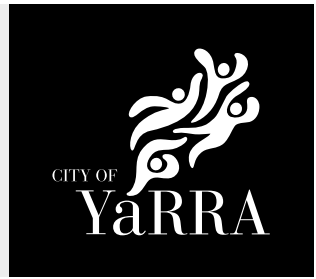
- Submit an application for a road/footpath occupation permit, visit [here](#) for details.
- Mandatory information to be provided
  - Application form – road/footpath occupation
  - Certificate of currency showing public liability for at least 10 million
  - Dimensioned site plan including
    - the existing on-street parking arrangements and dimensions
    - all street assets.
    - locations of parking signs,
    - line marking,
    - street trees,
    - vehicle crossing or driveways
    - property boundaries in relation to the road.
  - Photographs of the nearest existing parking signs to the proposed works-zone areas (signs to be noted on your plan)



# Construction Management Plan (CMP)

## Section A

### Before you start and site establishment



#### Communication

**The applicant must maintain regular communication from the site to nearby residents and council.**

Prior to commencement of works an introduction letter must be sent to surrounding residents and business and provided to council.

This should include:

- Details of the construction program
- Commencement Date
- Duration of Build
- What residents can expect at each stage of works (demo/ excavation/construction/reinstatements)
  - types of trucks
  - potential road closures
  - construction zone
  - utility works related etc

**Every month a letter drop must be distributed to Council, residents and business** (within 100m of site) providing an update of the project status and upcoming works.

Provide details how the site management will manage two-way communication to residents and surrounding business with regard to the work at the site.

For example:

- Letter drops
- Google groups
- websites
- emails

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#### Attachments - Section A

Attach any additional documents as *Appendix A - Section A: Before you start and site establishment*