

REGULATION 116(4) APPLICATION CHECKLIST

Prior to lodging your Reg. 116(4) application, please ensure the following items and information has been included. This document is intended for guidance and lists the minimum requirements. Additional information may be requested during Council review. Check your documents carefully, as an incomplete application will result in delays.

- ☐ **Application form and prescribed fee.** These are submitted via the online e-services web-portal.
- ☐ **Copy of Title (Register Search Statement) and Copy of Plan (Plan of Subdivision).** These must be current (not more than 90 days old). These documents can be obtained from [LANDATA](#).
- ☐ **Written approval and endorsed documents** from the Relevant Building Surveyor (RBS) advising they have requested and approved of the proposed public precautions to be implemented to protect the safety of the public in accordance with Regulation 116(1) & 116(2). The RBS must approve the same documents provided to Council, including but not limited to the traffic management plans, methodology statement, drawings, engineering documents, etc.
- ☐ **Traffic management plans (TMPs)** prepared by a registered company or traffic engineer in compliance with the Road Management Act 2004. A TMP is required for all applications, regardless of scope. Separate TMPs should be provided for each stage of the public protection works, including installation/dismantle and aftercare (if protections will be left on Council property during overnight hours).
More information and a list of traffic management companies can be found on our website [here](#).
- ☐ **A methodology statement** from the applicant describing the proposed precautions that will be located on Council land. This statement is to include:
 - The height and type of protection measure.
 - Estimated duration the protection measures will be in place.
 - Any relevant details regarding phasing/staging of the protection measures.
 - If a road or laneway closure is required, clarify the impact to the adjoining properties / owners / occupiers and how they will be able to access and / or exit their properties.
- ☐ **Fully dimensioned drawings** showing the proposed public protection measures. A site plan must show:
 - Allotment title boundaries, dimensions, and any relevant easements.

- North point, street names, direction of traffic flow and the distance to the nearest intersecting street.
- The position and dimensions of the proposed public protection measures and their distance from any existing or proposed building(s).
- Widths of footpaths, roadway width measured from the face of kerb, on-street parking, bike lanes, etc.
- The location of all signs, poles, traffic lights, litter bins, bus and tram stops, telephone and letter boxes, street trees, fire hydrants, parking signs, etc. and the clearance width between the public protection and these assets.
- Elevation and section details should also be provided if applicable.

If the proposed protection measures include **a scaffold or gantry**:

- ☐ A Regulation 126 - Certificate of Compliance for proposed building work from an endorsed building engineer.
- ☐ The engineer's computations and structural drawings.

The documents provided should show the following:

- Scaffold or gantry kPa rating.
- If there are working platforms, or how public safety will be ensured against falling objects.
- Perimeter cladding. Scaffolds should be fully enclosed on all sides with solid hoarding at the ground level and heavy-duty shade cloths above.
- Statement that materials or equipment will not be stored on the scaffold.
- Vehicle protection barriers, if the scaffold / gantry is positioned less than 750mm from the kerb.
- Details of pedestrian protection, to allow safe passage at all times.

If the proposed protection measures include **a counterweighted timber hoarding**:

- ☐ A Regulation 126 - Certificate of Compliance for proposed building work from an endorsed building engineer.
- ☐ The engineer's computations and structural drawings.

If the proposed protection measures include **temporary fencing**:

- ☐ A Regulation 126 - Certificate of Compliance for proposed building work from an endorsed building engineer.
- ☐ The engineer's computations and structural drawings.

OR

- ☐ A test certificate from the manufacturer

If the proposed protection measures include **façade retention measures**:

- ☐ As this is a specialist engineering field, façade retention should be discussed with the Building Services team prior to submitting your application. Please contact us at 03 9205 5555 or info@yarracity.vic.gov.au to arrange a meeting.

In Addition:

We kindly request you consider the impact on surrounding neighbours when designing the public precautions:

- Consider the duration and/or area of precautions and if they can be reduced while still maintaining adequate public safety.
- Ensure the estimated duration of precautions is not excessive.
- If possible, stage the works to lessen the impact.
- Occupation of council land must not occur until works are ready to be carried out.