



Merri-bek
City Council

Construction management plan

Section 10 of Merri-bek City Council
General Local Law 2018





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Introduction

About

This document is an agreement between a person/ company intending to carry out planned building works and Merri-bek City Council, on how impacts of those works to the public will be managed. It provides an opportunity to identify foreseeable impacts of the building works beyond the property alignment. It also details pertinent local laws, permits and required consents related to typical building sites in Merri-bek City Council.

The applicant must read all parts of this document and sign where indicated when the contents are understood.

How to use this plan

This is an interactive PDF that is intended to be filled out. Once you have completed this template, please save and email to info@merri-bek.vic.gov.au. You can also attach any additional supporting documents.

Key



Fill in form



Attach file

Submission

Completed documents (and attachments where appropriate) are to be emailed to info@merri-bek.vic.gov.au with subject line **'Construction Management Plan'** followed by the relevant property address.

Further information can be sought at by contacting **03 9240 1111**



Requirement for a Construction Management Plan (CMP)

Construction sites impact residents and local business. A Construction Management Plan (CMP) sets expectations about how works will take place. It will be assessed to reduce possible impacts. This document must be prepared prior to commencement of any works.

- Council's General Local Law 2018 Section 10 requires notice to be given before commencing building works, as below:
- 10.1 A person must not commence to carry out building works (other than minor building works) unless he or she gives at least 48 hours written notice to the Council of his or her intention to do so.
 - 10.2 A notice under clause 10.1 must be in the form prescribed by the Council and if requested, include a Construction Management Plan which must be approved by the Council prior to commencement of building works.
 - 10.3 An approved Construction Management Plan can only be modified with the consent of the Council.
 - 10.4 A person involved in the carrying out of building works must comply with a Construction Management Plan approved under clause 10.2 or modified under clause 10.3.



I have read and understand that an approved Construction Management Plan, issued under Council's Local Law Section 10, must be complied with by all parties conducting works at the subject property, and can only be modified with the consent of Council.

Yes No

If NO please detail query or add further information:



Prescribed form for notification of building works

Construction sites impact residents and local business. A Construction Management Plan (CMP) sets expectations about how works will take place. It will be assessed to reduce possible impacts. This document must be prepared prior to commencement of any works.

Section 30 of the Building Act 1993 requires the Building Surveyor, within 7 days of issuing a building permit, to give a copy to Council.

Council will then require:

1. An Asset Protection permit to be obtained (via Council's website), and if requested
2. A Construction Management Plan to be submitted for approval (via Council's website)

Any Construction Management Plan that is lodged for assessment/approval is to be accompanied by one of the following:

- an extract of the executed building contract in relation to the construction of the proposed building, or
- a statutory declaration from the owner of the land stating that a building contract has been executed in relation to the construction of the proposed building. The statutory declaration must nominate the name of the builder.

Has an Asset Protection Permit been obtained for this site?

Yes

No

If YES please provide permit number below:



How long will my application take to process?

A minimum lead time of at least 1 month for processing to ensure you have sufficient time to respond to any further information requests which may arise.

You can expect to have an initial response within 5 business days from when all required documentation has been supplied and is satisfactory.

It is important to note that CMP applications may require referrals to internal departments depending on the location of your site and the type of work being undertaken.



Before you start and site establishment

A site plan is required identifying locations of:

- Site offices and amenities (must be located on private property)
- Tower crane(s)
- Vehicle access points to the site, detailing crossing widths and any proposed/existing vehicle crossings
- Proposed staging / waiting areas for multiple truck deliveries if appropriate
- Parking restrictions abutting the site and any proposed location for 'Work Zone' parking restrictions
- Material set-down area
- Vehicle wash down facility
- Public protection measures, including dimensions of unobstructed access for pedestrians on the footpath and any street furniture which may impede this access. If there will be multiple stages of public protection measures, submit plans for each stage.
- Any public transport stop flagpole (bus or tram) along with any associated shelter or seat within 20m of the site
- Any pram ramp or crossing point for pedestrians alongside the site
- Any bicycle lane or infrastructure alongside the site

Has a site plan been provided including all of the features to the left where applicable?

Yes

No



Note: if submitting site plan as an attachment, please detail file name of attachment here:





Lighting and powerlines

Note, it is the responsibility of the builder/site manager that and proposed activities comply with “No Go Zone” requirements and have been checked by the responsible power authority.

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



Do the proposed works impact any public street lighting (i.e. attached to the site) poles or powerlines?

Yes No

Provide details of any proposed impacts to public lighting as well as any proposed lighting to ensure safe public pedestrian access around the site:



Stormwater and spoil management

The following local laws relate to stormwater and spoil management at worksites and must be upheld by this Construction Management Plan:

Merri-bek Council's General Local Law, Section 10.15:

A person must seek to eliminate the risks of stormwater pollution, through the contamination of run-off by chemicals, sediments, animal waste or gross pollutants by adopting measures to:

- a. minimise the amount of mud, dirt, sand, soil or stones deposited on the abutting roads or washed into the stormwater drainage system; and
- b. prevent building clean-up, wash-down or other waste, refuse or pollutants being discharged off site or allowed to enter the stormwater drainage system.

I have read Council's Local Law Section 10.15 and understand that the building site must be managed to minimise the amount of sediments deposited on abutting roads or entering the stormwater drainage system (along with any waste or pollutants).

Yes No

If NO please detail query or further information.

Has a Stormwater Management Plan been provided?

Yes No

If NO, please provide details of stormwater management measures proposed.

Note: if submitting stormwater management plan as an attachment, please detail file name of attachment here:

Note: that any sediment traps or filters around any Council drain must be checked daily to ensure appropriate placement.

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



Spoil Management from Vehicles

Merri-bek Council's General Local Law, Section 10.9:

A person must not drive a vehicle on to any road from premises upon which any filling, excavation, landscaping, building works or demolition operation is being or has recently been carried out unless the wheels and undercarriage of the vehicle are clean.

Applicant to ensure compliance by confirming which vehicle wheel and undercarriage cleaning measures to be adopted:

Wash down station that contains mud and water onsite

Yes No

Crushed rock at entry/egress points

Yes No

Vibration (rumble) grid

Yes No

Vehicle access bans around wet weather events

Yes No

Induction for all workers and subcontractors involved with vehicular deliveries made aware of their responsibilities to observe and maintain wheels and undercarriage prior to exiting the site

Yes No

Other (detail)

Work times and security

Need to identify responsibilities for notification to neighbours (see appendix 1 sample resident letter)

All works are to be conducted in a manner that minimises noise in accordance with the EPA Guidelines.

Except in the case of an emergency or in accordance with an Out of Hours permit, no building work exceeding background noise by >10dB) is to be undertaken, except between the hours of:

- a. 7am and 6pm Monday to Friday (other than a Public Holiday); or
- b. 7am and 1pm Saturday.

During the hours of 6 – 10 pm Monday to Friday, 1 – 10 pm Saturdays or 7 am – 10 pm Sundays and public holidays, the noise level at the site must not exceed background noise by:

- 10 dB(A) or more for up to 18 months after project commencement
- 5 dB(A) or more after 18 months

For night periods during the hours of 10 pm – 7 am Monday to Sunday, noise from the site must be inaudible within a habitable room of any residential premises

Note: residential construction noise is covered under the general environmental duty (GED) and Section 166 of the Environment Protection Act 2017 that prohibits unreasonable noise from non-residential premises.

I have read and understand the noise restricted times for works, noting that any proposed works outside of these times requires an Out of Hours permit from Council

Yes No

If NO please detail query or further information.

Please note the Merri-bek Council General Local Law 2018 Part 10.7 and 10.8 relating to restrictions on timing of heavy vehicle movements and idling of standing vehicles.

Section 10.7

Except in the case of an emergency or in accordance with a permit, a person must not allow any heavy vehicle movements to or from the commercial or industrial premises except between the hours of:

- (a) 7am and 6pm Monday to Friday (except Public Holidays); or
- (b) 7am and 1pm Saturday.

Section 10.8

Except in the case of an emergency or in accordance with a permit, a person must not allow any heavy vehicle associated with the building work to be left standing on, or in the vicinity of, the premises with its engine operating for a period longer than 30 minutes.

I have read Council's Local Law Section 10.7 and understand that any heavy vehicle movements to or from the building site are to be within the above time range, unless in the case of an emergency or in accordance with an Out of Hours permit.

Yes No

If NO please detail query or further information.

I have read Council's Local Law Section 10.8 and understand that any heavy vehicle associated with works at the building site must not be left with its engine operating for longer than 30 minutes, unless in the case of an emergency or in accordance with a permit.

Yes No

If NO please detail query or further information.

Public protection report and consent

Prior to commencing any works beyond the property alignment, the works manager shall obtain all relevant information from the appropriate public authorities concerning the location of any water, sewerage, gas, electricity, telecommunication or other main or services which may be affected by the works.

The works manager shall make arrangements as necessary for representatives of appropriate authorities to indicate on site the location of their assets.

All public areas disturbed by any activity associated with building works are to be maintained in a safe trafficable manner.

Community consultation and work scheduling (taken from EPA publication 1254 Noise Control Guidelines – superceded - 2008)

Community consultation is essential for all building projects in Merri-bek, whether it be to manage expectations around access or noise impacts. Where the community will be significantly impacted, it is important to consult on the benefits and drawbacks of different scheduling, planning and remediation options.

The following requirements apply to all building projects with nearby sensitive uses:

- Inform potentially noise or access affected neighbours about the nature of construction stages and noise reduction measures.
- Give notice as early as possible for periods of noisier works such as excavation. Describe the activities and how long they are expected to take. Keep affected neighbours informed of progress.
- **Appoint a principal contact person for community queries.**
- **Provide 24-hour contact details through letters and site signage. Record complaints and follow a complaint response procedure suitable to the scale of works.**

Within normal working hours, where it is reasonable to do so:

- schedule noisy activities for less sensitive times, (for example, delay a rock-breaking task to the later morning or afternoon)
- provide periods of respite from noisier works (for example, periodic breaks from jackhammer noise).

The weekend/evening periods are important for community rest and recreation and provide respite when noisy work has been conducted throughout the week. Accordingly, work should not usually be scheduled during these times.



I have read Council's expectations for consultation with the community and work scheduling and will provide advance notice of impacts to surrounding properties and the public. This must be ongoing throughout the project and provide sufficient lead time for impacted persons to plan around the works or identify special access needs.

Yes No

If NO please detail query or further information.

Provide example notification letter (as per appendix 1) with principal contact person and 24 hour contact details:

Environmental considerations



Stormwater pollution

Section 10.15 of the General Local Law 2018:

A person must seek to eliminate the risks of stormwater pollution, through the contamination of run-off by chemicals, sediments, animal waste or gross pollutants by adopting measures to:

- a. minimise the amount of mud, dirt, sand, soil or stones deposited on the abutting roads or washed into the stormwater drainage system; and
- b. prevent building clean-up, wash-down or other waste, refuse or pollutants being discharged off site or allowed to enter the stormwater drainage system.



Refuse and waste

Section 10.16 of the General Local Law 2018

A person must on any building site:

- a. provide a refuse facility for the purpose of disposal of builder's refuse to the satisfaction of an Authorised Officer;
- b. place the refuse facility on the land and keep it in place (except for such periods as are necessary to empty the refuse facility) for the construction period;
- c. empty the refuse facility whenever full, and, if necessary, provide a replacement refuse facility during the emptying process;
- d. remove and lawfully dispose of all builder's refuse, including the builder's refuse in the refuse facility, within seven days of completion of the construction period or issue of an occupancy permit whichever occurs last; and
- e. place all builder's refuse in the refuse facility;



Waste bins on Road or Reserve

Section 10.17 of the General Local Law 2018

A person must not, without a permit place the refuse facility on any Council land or road.



Storage and delivery of materials

Section 10.18 of the General Local Law 2018

A person must securely store or place materials associated with building works on the land.

Section 10.19

A person must not, without a permit store or place materials associated with building works on Council land.

Section 10.20

A person must not, without a permit store or place materials associated with building works on a road.

Section 10.21

A person must not, without an Asset Protection permit, carry out or allow to be carried out equipment or material deliveries to land on which building work is being carried out.



Amenities

Section 10.22 of the General Local Law 2018

A person must not carry out or allow to be carried out any building work on a building site unless a sewer toilet and wash basin, or a fresh water flush portable toilet is provided and is serviced as required (or at least monthly) for the use of persons on that building site to the satisfaction of an Authorised Officer.



Fencing

Section 10.22 of the General Local Law 2018

A person must not carry out or allow to be carried out any building work unless the site is secure with permanent or temporary fencing which is at least 1.8 metres high and is to the satisfaction of an Authorised Officer.

Section 10.23 does not apply where legislation, regulation or a planning permit requires the installation of permanent fencing.

I have read and understand Council Local Law Sections 10.15, 10.16, 10.17, 10.18, 10.19, 10.20, 10.21 and 10.22 as detailed in Section D of this construction management plan, relating to environmental management of Building Sites within Merri-bek City Council.

Yes No

If NO please detail query or further information:



Traffic management

Please note the Merri-bek Council General Local Law 2018 Part 9 relating to occupation of the road reserve (includes footpath, road pavement and nature strip where Council is the Responsible Road Authority).

Section 9.13 of the General Local Law 2018

Unless in accordance with a permit, a person must not:

- a. erect a hoarding or overhead protective awning on a road;
- b. occupy or fence off part of a road;
- c. use any plant or equipment including a crane, elevated work platform, ladder, concrete pump, mobile scaffolding or a scissor lift on a road;
- d. use any plant or equipment associated with excavation or demolition, including an excavator, backhoe or bulldozer, on a road except where consent for those works have been obtained under the Road Management Act 2004 from the Coordinating Road Authority;
- e. install, alter or remove any object including a fence, gate, retaining wall, sign, tactile indicator or planter box on in or over a road;

Prior to the commencement of any activity in Clause 9.13 a person must:

- f. make full payment of the fee prescribed by the Council for processing the application for a permit; and
- g. make full payment of any fee prescribed by the Council for inspection(s) of the site or works required by an Authorised Officer; and
- h. give two business days notice of the actual commencement date and time for the activity listed in Clause 9.13 for the purpose of an inspection by an Authorised Officer, in the manner prescribed by the Council.

I have read and understand when a permit is required under Council Local Law Section 9.13 for traffic control or works occurring in the road reserve (including in footpath or nature strip).

Yes No

If NO please detail query or further information. (Next page)

Details of permits which can satisfy the requirements of Council Local Law Section 9.13 are provided below. Please note that any reference to a “traffic management plan” refers to the definition in the Road Management Act 2004 Code of Practice Worksite Safety Traffic Management, and includes

- a Traffic Guidance Scheme (TGS)
- a Worksite Hazard Assessment – Safe Work Method Statement (SWMS)
- Details of the location
- Description of the works
- Duration of the works

Consideration of all outside factors including emergency access through the site, after hours arrangements, detours and all road users access around the site including pedestrians, vehicles and workers

As an absolute minimum for any permit requiring a traffic management plan, a Traffic Guidance Scheme must be submitted which has been prepared and signed by a suitably qualified person as per Section 15 of the Road Management Act 2004 Code of Practice Worksite Safety Traffic Management.

↓

Short Term Entry/Egress Traffic Control

(less than 2 weeks constant or 1 month intermittent)

If traffic control is required to assist with entry and egress for vehicles throughout the project, and it does not close any part of the road or footpath (outside of the time taken for a vehicle to enter or exit), a traffic management plan can be submitted as part of this construction management plan, and if accepted be approved for use under this construction management plan. To be accepted, as a minimum, a Traffic Guidance Scheme, prepared and signed by a qualified person

Will traffic control be utilised to assist with entry and egress for vehicles throughout the project?

Yes (please submit traffic guidance scheme for review) No

Note: if submitting traffic guidance scheme as an attachment, please detail file name of attachment here:



Temporary Road Occupation Permits

If you need to close off (without excavating) any part of a road reserve, car park or laneway owned by Council, you will need a Temporary Road Occupation Permit.

[Apply online here](#)

➔ merri-bek.vic.gov.au/living-in-Merri-bek/parking-and-roads/roads-footpaths-drains-and-lighting/temporary-road-occupation/

When you have this permit, you will have to pack up and reopen the road, laneway or car park at the end of each day.

An example is closing (without excavating) part of a road reserve, car park or laneway if you are completing works such as crane works, concrete pours and facade works.

If you are excavating the road reserve (includes footpath and naturestrip), you need a Work Within Road Reserve Consent instead.



Works within Road Reserve – Written Consent

You will need to apply for a Work Within Road Reserve written consent if you are digging up, modifying or restoring a footpath, nature strip or roadway (Section 63 of the Road Management Act 2004). This includes any part of a road reserve, car park or laneway owned by Council. This could involve:

- excavations
- trenching
- core sampling
- connecting services such as water, gas, stormwater, underground power connections

If the road where you want to work is owned by VicRoads (Department of Transport), you should read the VicRoads' Guide to Working in the Road Reserve.

To apply for Work Within Road Reserve consent, you will need:

- a Traffic Management Plan (must submit at least a traffic guidance scheme to be considered)
- a copy of your public liability insurance to the value of at least \$10 million
- a copy of the letter to residents who will be affected by the closure (you can use our resident notification letter template (Appendix 1))
- the date(s) and times the closure will occur, and

For shortest timeframes, apply online.

Council aims to achieve 4 business days (from submission of all documents) to process an application.

The fee for Works Within Road consent is set by the State Government. The fee depends on who is the Coordinating Road Authority, the speed limit and if the works are defined as minor or major.

Please see the VicRoads "Works Within Road Reserve" fee structure for more information at

[See Fee Structure Information](#)

➔ vicroads.vic.gov.au/business-and-industry/design-and-management/working-within-the-road-reserve



Works within Road Reserve - Notice of Completion

The Works Manager must email Council with a photo of the completed works within 7 days of the earlier of:

- Completion of excavation works in the road reserve including reinstatement; or
- Completion of works because works had to cease due to expiry of the written consent.

The earlier of the above two events applies.
(Section 64 of the Road Management Act 2004, Schedule 7, Clause 13).

The photo must be emailed to workswithinroadreserves@Merri-bek.vic.gov.au together with the WWRR consent number and site address. (Penalty: 25 penalty units for a corporation)

- a. The photo will show Council whether:
- b. The works were completed by the expiry date or are still cordoned off safely;
- c. The works been reinstated.
- d. The reinstatement is temporary or permanent;
- e. There a tripping hazard;

A written consent issued by Council may be extended (once) by Council at no cost, if it has not expired.
An expired written consent cannot be extended. A new one must be obtained for any further works including temporary or permanent reinstatement.

Merri-bek Council issues infringements for failure to provide the above Completion email with photo.

The relevant legislation is :

Road Management Act 2004 – Schedule 7, Clause 13
Notice of completion of works

1. The works manager must within 7 days of completing any works, including any reinstatement works, notify the relevant coordinating road authority as to the works that have been completed.

Penalty: A natural person - 5 penalty units; A body corporate – 25 penalty units
2. The period of 7 days specified in subclause (1) may be varied by –
 - c. the relevant coordinating road authority;
 - d. the regulations.
- e. The infrastructure manager must ensure that the works manager has complied with this clause.

Have you read and understood the requirements of the Road Management Act 2004 – Schedule 7, Clause 13 (quoted above) regarding the requirement to notify the coordinating road authority of completed works?

Yes

No

If NO please detail query or provide further information.



Bus Stop Relocation

If your project includes making changes to a bus stop, you should read the Department of Transport's **➡Moving a bus stop as part of a construction project guide.**



Is a bus stop or any associated infrastructure (i.e. shelter, seat or flag pole) impacted by building works at this site?

Yes No



If yes, attach evidence of Department of Transport approval as well as approval of the operator of the impacted bus service.

Attachment name:



Long Term Occupation and Hoarding permit

(greater than 2 weeks occupation)

You must apply for an Occupation and Hoarding permit from Council to occupy roads, footpaths and nature strips for longer than 2 weeks. This permit is required to ensure public safety and the proper placement and storage of material and equipment in public spaces, including building materials.

A recommended 1.5 metres of footpath width must be kept clear for pedestrians and the area occupied must be securely barricaded for public safety. The width may be reduced to 1 metre depending on the circumstances.

Where occupation of the road reserve (including footpath and nature strip) is connected with a building permit, your Building Surveyor may determine that you need to apply for to Council for a Report and Consent under Regulation 116 of the Building Regulations 2018 (Protection of the public). The Consent will detail the method for protecting the public during building work. This protection may include hoarding off an area with safety fencing, walk-through scaffolds, and overhead gantries.

Do not apply for an Occupation and Hoarding permit until the Report and Consent has been issued under Regulation 116 and you have received copies of the endorsed plans. This is because you need to lodge a copy of these endorsed plans with the Occupation and Hoarding permit application.

Council's building projects webpage has further details about this application process.

Where Council consent is not required under the building regulations, the method of providing public protection is processed under Council's General Local Law.

Is an occupation and hoarding permit sought for this project?

Yes No

If yes, you will need to complete an **Occupation and Hoarding Permit application form**, once Council has given report and consent under Regulation 116 (if required).

[Download form here](#)

[merri-bek.vic.gov.au/building-and-business/planning-and-building/building/occupation-hoarding-permits/](#)

Please attach:

- Current public liability insurance associated with the proposed works (\$10 million in the case of building works 3 stories or less, \$20 million in the case of building works 4 stories or more).
- A letter from your Relevant Building Surveyor stating that they are satisfied with the proposed precautions, and
- Pedestrian and/or vehicle traffic management plan (must submit at least a traffic guidance scheme to be considered).
- A copy of the endorsed drawings or plans that you received when the Council approved your Regulation 116 application, or
- If consent under Regulation 116 is not required, drawings or plans showing the actual conditions of the site and the proposed precautions, location of hoarding and elevation plan of hoarding, including structural details of how pedestrian access will be maintained, location of street furniture, such as street benches, signs, power poles (if any), location of public transport stops, such as tram stop or bus stop.



Parking – Works Zone Parking Restrictions

If you are completing building works and you need a place to park near the building site, you can apply for Works Zone parking restrictions.

If we approve your application, we will install works zone parking restrictions (with certain operating times) in an agreed location alongside your site.

To be eligible for Works Zone parking restrictions:

- the parking location must be alongside the work site (ie not in front of neighbouring properties)
- the proposed location must not have any 'no stopping' signs or clearway operating times
- we do not get more than 2 objections from neighbours about the proposed work zone after we send them a letter informing them (this does not rule out the installation, but will require further review in line with Council's Parking Policy)
- only vehicles that are necessary for works on the site (such as trucks and trade vehicles carrying essential equipment) can park in the work zone. Commuter employees of the site may not park in the work zone

A Works Zone costs \$757.25 and will allow you to use 2 standard parking bays. It costs \$35 extra per week for each additional parking bay.

Are Works Zone parking restrictions sought for this site?

Yes

No

If Yes, please fill in details below.
This can also be applied for outside of the construction management plan.
Please provide:

- a map of requested location of work zone (note we will only create a work zone on one side of the property, even if there are multiple boundaries)
- the hours that the restrictions are to apply (typically Monday to Friday 7am to 4pm, Saturday 9am to 1pm)
- the length of time the works zone is required (up to 12 months, if still required an application to extend can be submitted 5 working days prior to the expiry)
- invoicing details, including an address and ABN.

Please provide:

- a map of requested location of work zone (note we will only create a work zone on one side of the property, even if there are multiple boundaries)
- the hours that the restrictions are to apply (typically Monday to Friday 7am to 4pm, Saturday 9am to 1pm)
- the length of time the works zone is required (up to 12 months, if still required an application to extend can be submitted 5 working days prior to the expiry)
- invoicing details, including an address and ABN.



Construction Zones

For large and complex developments in busy locations, it may be appropriate to install physical road safety barriers in the road reserve to facilitate safe loading and public protection. Construction zones are only considered if included with this construction management plan. Full civil plans with associated sign schedule and linemarking must be submitted for review as part of this plan. If approved, it will be endorsed as part of this construction management plan and the fee for the occupation will be processed as a hoarding permit.



Is a construction zone (including crash barriers or other structures installed in the road) proposed for this site?

Yes No



If yes, attach full civil plans with associated sign schedule and linemarking detail for review.



Other Permits and consent

Legal Point of Discharge

The legal point of discharge is a point specified by Council where stormwater from a property must be discharged. This point is usually Council's stormwater drain, where available, or street kerb and channel.

Your building surveyor must have considered this report before issuing the building permit.

Further information on applying for a legal point of discharge can be found on Council's website at

➔ **Stormwater drains and sewerage**



Onsite stormwater detention system

The legal point of discharge report may call for development drainage plans for those developments which require an onsite stormwater detention system (OSD). Council must approve these plans.

Upon completion of the construction, the location and depth of any on site detention system must be inspected by a Council officer to ensure compliance with the approved plans. If the inspecting officer identifies defects or incomplete works, then an inspection fee must be paid for any subsequent inspections required.



Drainage Connection Permit

A drainage connection permit is required to connect to a Council drainage asset.

Section 10.11 of the General Local Law 2019

A person must not, without a Drainage Connection permit, alter, modify, tap into, damage or destroy any public drain

The permit pays for the Council officer to inspect the connection.

Have you read and understood the requirements of Merri-bek Council General Local Law 2018 Clause 10.11 regarding when a Drainage Connection Permit is required for the subject building site of this construction management plan?

Yes ☐ No ☐

If NO please detail query or provide further information. (On the next page)



Vehicle Crossing Permit (Crossover Permit)

A vehicle crossing is a driveway or accessway that goes from your property to the road.
Please note the Merri-bek Council General Local Law 2018 Part 9 relating to vehicle crossings:

- Section 9 of the General Local Law 2018
- 9.1 An Authorised Officer may direct a person to:
- a. construct a temporary or permanent vehicle crossing;
 - b. repair or reconstruct a vehicle crossing; or
 - c. remove a vehicle crossing, and reinstate any kerb, channel, footpath or other areas to the satisfaction of Council or the Authorised Officer.
- 9.2 A person must comply with a direction of Council or the Authorised Officer.
- 9.3 A person must not, without a permit, construct, install, remove or alter a vehicle crossing.

Have you read and understood the requirements of Merri-bek Council General Local Law 2018 Clause 9.3 regarding when a Vehicle Crossing Permit is required for the subject building site of this construction management plan?

Yes No

If NO please detail query or provide further information.

Will you be installing, altering or removing a vehicle crossing (includes temporary crossings)?

Yes No

Please detail:

The vehicle crossing permit fee includes three site visits by the Council officer:

1. One initial on-site consultation,
2. One pre-pour inspection; and
3. One final inspection.

There is an additional fee for each additional inspection.

- To apply for a vehicle crossing permit:
- Phone our Operations Centre on ☎9240 1111 or email ✉vehiclecrossings@merri-bek.vic.gov.au
- An invoice will be forwarded for payment. You can arrange a day for Council to meet you to conduct the onsite preliminary inspection.
- The officer who inspects your site will assess your application and will give you any information you need on your proposed crossing.
- The officer will inform you if we have approved your permit.

When we give you approval for a crossing, you can excavate to prepare for the construction of the vehicle crossing.

Check with us whether you also need a Temporary Road Occupation permit and a planning permit before you get a vehicle crossing permit.

You cannot pour concrete on your crossing before we have carried out a pre-pour onsite inspection.

Phone our Operations Centre on ☎9240 1111 to arrange a pre-pour inspection at least 48 hours before the concrete pour.

If the inspector approves the excavation and preparation then the crossing can be constructed.

After the crossing has been constructed, we will carry out a final inspection of the works. If the pre-pour excavation and preparation did not meet our standards, we will let you know how you can meet them.



Open Space Temporary Occupation permit (OSTOP)

Please note the Merri-bek Council General Local Law 2018 Part 9 relating to occupation of Council land (includes open space, however note that some reserves that are maintained by Council but owned by other Authorities and therefore additional approvals may be required).

Section 9.14 of the General Local Law 2018

- a. A person required to undertake any works on Council land must:
- b. obtain a permit for the work;
- c. undertake those works safely;
- d. where relevant, provide and maintain pedestrian and traffic control devices during the course of the works; and
- e. where relevant, ensure that any pedestrian or traffic control device which is being used complies with Australian Standard AS 1742.3.

Have you read and understood the requirements of Merri-bek Council General Local Law 2018 Clause 9.14 regarding when an Open Space Temporary Occupation Permit is required for the subject building site of this construction management plan?

Yes No

If NO please detail query or provide further information.

Are you seeking to occupy any open space or council land (other than road reserve)?

Yes No

Section 13.2 of the General Local Law 2018

A person must not drive or allow to be driven a vehicle onto a recreational reserve.

Please detail:

Occupation of Council open space is only permitted with an Open Space Temporary Occupation permit, or if occupation is less than 24 hours with prior notification to Council and written acceptance from Council for that occupation.

This permit is required to ensure public safety and the proper placement and storage of material and equipment in these spaces, including building materials.

Works must also not impact on the health of neighbouring trees (described in the Australian Standard AS4970 – Protection of trees on development sites), garden beds, grassed areas and Council open space.

Notify of any intention to occupy open space land must be emailed to:

✉ openspace@merri-bek.vic.gov.au at least 3 business days in advance of any proposed occupation to be considered. This does not ensure approval.

Please note that without a permit as per clause 9.14, there is also a local law (clause 13.2) which prohibits vehicles on recreational reserves.



Remediation and civil works

Council assets that are subject to final inspection include:

- roads and footpaths
- drainage
- kerbs and nature strips
- Trees and vegetation

If any Council assets are damaged during construction, you will responsible for the costs of replacement and repair. You will be responsible even if the damage is caused by your builder, contractor or sub-contractor.

If an On-Site Detention System forms part of your approved drainage plans, an inspection will be required of each of the pits, confirming depth and detention features against the plans. If a pump is required due to a slope to the rear of the property, then it must be demonstrated that it is operational.

Applicant details



Name

Company

Company Address

Work Phone

Mobile

Email

ABN

Property details

Address of Property for Construction Management Plan

Planning Permit



Merri-bek
City Council

Locked Bag 10 Brunswick 3056 VICTORIA
03 9240 1111 | Merri-bek.vic.gov.au

