



Merri-bek
City Council

Construction Management Plan (CMP)

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

Updated June 2024





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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:

✉ workswithinroadreserves@merri-bek.vic.gov.au

You can also attach any additional supporting documents.

Symbol Key



Fill in form



Attach relevant file

How to submit completed CMP

Completed documents (and attachments where appropriate) emailed to:

✉ workswithinroadreserves@merri-bek.vic.gov.au

With subject line 'Construction Management Plan' followed by the relevant property address.

For further information contact:

✉ 03 9240 1111



Construction Management Plan (CMP) - Requirement

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

'Minor building works' means:

- (a) building work valued at less than \$5,000.00 but excludes demolition, underpinning, re-blocking and removal of buildings and structures (regardless of value);
- (b) landscaping works valued at less than \$2,000; or
- (c) the construction (or reconstruction) of any driveway or masonry structure less than \$2,000.

I have read and understand that an approved Construction Management Plan, issued under Section 10 of Council's *General Local Law 2018*, 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:



Building Permit - Notification to Council

Construction work impacts 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 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.

I have read and understand that an approved Construction Management Plan, issued under Section 10 of Council's *General Local Law 2018*, 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 'Yes' please provide Asset Protection (AP) 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.



Definition of 'Road'

This document quotes a number of Sections from the *Moreland General Local Law 2018*. This local law applies across the Merri-bek municipality.

In the Local Law, the term 'road' has the same meaning as in the *Local Government Act 1989*, which defines 'road' as:

'road' includes -

- (a) a street; and
- (b) a right of way; and
- (c) any land reserved or proclaimed as a street or road under the *Crown Land (Reserves) Act 1978* or the *Land Act 1958*; and
- (ca) a public road under the *Road Management Act 2004*; and
- (d) a passage; and
- (e) a cul de sac; and
- (f) a by-pass; and
- (g) a bridge or ford; and
- (h) a footpath, bicycle path or nature strip; and
- (i) any culvert or kerbing or other land or works forming part of the road;

In summary, '**road**' **includes** the footpath, nature-strip, road pavement and laneways.

Before you start - Site establishment

Site Plan - To be provided

Attach a site plan showing the location of:

- Site offices and amenities (must be located on private property)
- Any tower crane(s)
- Vehicle access points that will be used for the construction project, and whether they exist or are proposed.
- Deliveries – show where delivery vehicles will stop while unloading / loading. This includes the location concrete supply truck and any pumping truck will sit while delivering concrete.
- Deliveries – show material set-down area.
- Deliveries – show waiting areas for waiting trucks if multiple trucks arrive.
- Parking restrictions – show existing parking restrictions abutting the site. Also show location of any 'Work Zone' parking restriction you may request.
- Vehicle wash down facility for removing mud.
- Public protection measures (hoarding or other) that you may require outside the site.
- Any public transport stop flagpole (bus or tram) along with any associated shelter or seat within 20m of the site
- Any pram ramp or pedestrian crossing point alongside the site
- Any bicycle lane or bicycle 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:



Permitted Work Hours

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:

7am and 6pm, Monday to Friday (other than a Public Holiday);
and
9am 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.

Pile-driving is not permitted on weekends. After-hours permits do not include pile-driving.

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 add further information:



Neighbourhood Consultation

Keeping neighbours informed is essential. This applies to all construction projects across Merri-bek. Your project will impact neighbours. It is **your** responsibility to inform the neighbours of both:

- **noise impacts;**
- **and**
- **traffic impact.**

The following requirements apply to all building projects:

- Send an initial circular to neighbours before commencing, explaining the project and anticipated duration.
- Inform neighbours of potential specific (noise and/or access) impacts four days in advance.
- Give longer notice before 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 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 informing neighbours of both noise and access impacts in advance. This will 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.

Attach an example notification letter with principal contact person and 24 hour contact details.

File name of attachment here:



Heavy Vehicle Movements

Please note Council's General Local Law 2018, Part 10.7 and 10.8 relating to restrictions on timing of **heavy vehicle movements** and **idling of standing vehicles**, as below:

Section 10.7 of the General Local Law 2018:

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 of the General Local Law 2018:

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 Section 10.7 of Council's General Local Law 2018 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 Section 10.8 of Council's General Local Law 2018 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.




Fencing

The title boundaries of the construction site must be secured with fencing.

Section 10.23 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.



I have read Section 10.23 of Council's *General Local Law 2018* and understand that no work is permitted unless the site is secure with a permanent or temporary fence at least 1.8 metres high and is to the satisfaction of an Authorised Officer.

Yes

No

If 'No' please detail query or further information.



Stormwater and silt/mud management

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

Section 10.15 of Council's 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:

- minimise the amount of mud, dirt, sand, soil or stones deposited on the abutting roads or washed into the stormwater drainage system; and
- 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 Section 10.15 of Council's General Local Law 2018 and understand that the building site must be managed to minimise sediments deposited on 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 to stop silt /mud being washed from site?

Yes No

If 'No' please detail query or further information.

Note: Any sediment traps or filters around any Council drain must be checked daily to remove captured silt and ensure appropriate placement.

Council stormwater pipes discharge into the nearest creek, so no waste material is permitted into the stormwater drains. Paint, concrete slurries and chemicals are toxic to the creek environment. Painters and others must be provided with facilities to clean equipment without any discharge into the stormwater system.

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



Vehicles and silt/mud management

Section 10.9 of Council's General Local Law 2018:

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):



Refuse and waste

'Refuse' - includes paint and surplus concrete slurry.

Section 10.16 of Council's 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;

Sufficient wash basins must be on the premises to enable washing of paint brushes and containment of surplus concrete slurry, without either entering the stormwater drainage system.



Waste bins on Road or Council Land

Section 10.17 of Council's General Local Law 2018:

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

A permit is required to place any waste bins/skip on any footpath, nature strip, road pavement or Council land.

I have read Section 10.16 and Section 10.17 of Council's General Local Law 2018 on waste bins and understand that the requirements on placing waste bins.

Yes No

If 'No' please detail query or further information.





Amenities

Section 10.22 of Council's 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 sewerer 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.

I have read Section 10.22 of Council's Local Law 2018 and understand that works are not permitted until the site is serviced with toilets and fresh water.

Yes No

If 'No' please detail query or further information.

Deliveries

Deliveries – Impact on pedestrians, cyclists and vehicles

If a delivery vehicle (including pre-mixed concrete truck and/or waste skip/bin truck) will block pedestrian traffic on a footpath or block a bicycle lane or vehicle traffic lane on the road pavement for a time period longer than that required for the vehicle to enter or exit the site, a **Road Occupation Permit** must be obtained (see Section 9.13 of the *General Local Law 2018* – on page 20). A permit must be in place during each and every incident. One permit can cover multiple days / weeks.

A Road Occupation Permit is required to stop a vehicle across:

- a footpath, or
- a nature-strip, or
- a bicycle lane, or
- a traffic lane



The permit will establish agreed detour routes (with signage) for pedestrians and/or vehicles.

I have read Section 9.13 of the *General Local Law 2018* (on page 20 of this document) and understand that a road occupation permit is required before a delivery vehicle can block a public footpath or a traffic lane for longer than the time taken to enter or exit the site.

Yes No

If 'No' please detail query or further information.



Deliveries - Placement of delivered materials

A Road Occupation permit is required if materials will be placed on the footpath, nature strip or road pavement, regardless of the how short the time-period.

Section 10.18 of Council's General Local Law 2018 states:

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

Section 10.19 states:

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

Section 10.20 states:

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

Section 10.21 states:

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.

I have read and understand Council's *General Local Law 2018*, Sections 10.18, 10.19, 10.20 and 10.21 that explain that a permit is required to place materials associated with building works on a footpath, nature-strip, road pavement, laneway or Council land.

Yes No

If 'No' please detail query or further information.



Deliveries – Concrete pours

A **Road Occupation permit** is required if the truck delivering a concrete pour will block pedestrian traffic on a footpath or block a bicycle lane or vehicle traffic lane on the road pavement for a time period longer than that required for the vehicle to enter or exit the site

Adjacent Roads - Occupation

Impacts on adjacent roads, laneways, footpaths

Your building project will impact pedestrian and vehicular traffic on the adjacent footpath, road pavement and laneways.

These impacts will be caused by:

- a. Deliveries
- b. Physical occupation with fencing or equipment or materials
- c. Works in the footpath, nature-strip, road pavement or laneway.

The first two require Road Occupation permits. The third requires a 'Works in Road Reserve' consent.



Road Occupation Permits – Two types

If you need to occupy (without excavating) a footpath, nature strip, vehicle crossing, road pavement, public car park or laneway, you will need a Road Occupation Permit.

This includes a delivery vehicle or equipment or material blocking a footpath or traffic lane or nature-strip, for longer than it takes for the vehicle to enter or depart the site.

There are **two types** of Road Occupation permits:

1. **Temporary Road Occupation** – (remove occupation at the end of each day for one or multiple days or weeks);
2. **Ongoing Road Occupation** – (continuous occupation 24 hours every day for multiple days or weeks)

Temporary Road Occupation Permit - (TRO)

When you have a TRO permit, you will have to pack up and reopen the footpath, nature strip, road pavement and/or laneway at the end of each day.

Examples include concrete pours, pumping, mobile cranes, facade works and even deliveries, if the vehicle will be unloaded/loaded while stopped outside the site (because of the impact on pedestrians or vehicles).

Ongoing Road Occupation Permit (OHP)

Continuous occupation of a road reserve (footpath / nature strip / road pavement) for 24 hours a day, requires an Ongoing Road Occupation permit (OHP) from Council.

If your Building Surveyor required the occupation, do not apply until you have first obtained a Report and Consent from Council, under Regulation 116 of the *Building Regulations 2018*.

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

[Apply Online here](#)

Is an on-going occupation permit sought for this project?

Yes No

If 'Yes', you will need to complete an On-going Permit application form, once Council has issued the report and consent under Regulation 116 (if required).

[Download form here](#) 

For more information on other permits, go to:

[Construction permits](#)

Your application will need to include a copy of:

- 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).
- Pedestrian and/or vehicle traffic management plan or at least the traffic guidance scheme (the plan portion of the traffic management plan).
- If a report and consent under Regulation 116 is not required, provide 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.
- If your Building Surveyor required a Regulation 116 report and consent, attach the letter from your Relevant Building Surveyor stating that they are satisfied with the proposed precautions, and
- A copy of the endorsed drawings or plans that you received when the Council approved your Regulation 116 application.

Attachment file name:



Public Lighting – if affected by your occupation

If the hoarding (or other public protection) affects light levels for pedestrians, you must provide additional lighting for public safety.



Road Occupation

Both the above road occupation permits (TRO and OHP) are issued under section 9.13 of Council's *General Local Law 2018*. It applies to roads, which includes footpath, nature strip and road pavement, as well as laneways).

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 Section 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 Section 9.13 for the purpose of an inspection by an Authorised Officer, in the manner prescribed by the Council.

Remember: Road includes footpath, nature strip and road pavement.

I have read and understand that a Road Occupation permit is required under Section 9.13 of Council's *General Local Law 2018*.

Yes No

If 'No' please detail query or further information.





Works within Road Reserve – Written Consent

If you are digging up, modifying or restoring a footpath, nature strip or road pavement (including a laneway), you must apply for written consent under Section 63 of the Road Management Act 2004. Apply on-line via Council's website for a **Works within Road Reserves (WWRR)** consent.

These works could involve:

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

(Terminology – these used to be known as 'Road Opening Permits', issued under the local Council's local law created under the Local Government Act. However, the Victorian Government moved these into the Road Management Act 2004. They are now **written consents** to **work in the road reserve**.)

Section 63 of the Road Management Act 2004 states:

63 Interference with a road

(1) Subject to subsection (2), a person must not conduct any works in, on, under or over a road without the written consent of the coordinating road authority to the conduct of the proposed works.

(Subsection (2) refers to specific requirements under other Acts, for example, tree clearing under the Electricity Safety Act 1988.)

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

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

- a Traffic Management Plan
- a copy of your public liability insurance to the value of at least \$10 million
- a copy of the letter that will be delivered to residents affected by the closure; and
- the date(s) and times the works are anticipated to occur.

Council aims to process each application within 4 business days from submission of all correct.

The application fee for Works Within Road consent is set by the State Government.

(Note: Do not get a TRO permit for WWRR works.)

Fee Structure Information



Works within Road Reserve - Notice of Completion

Within 7 days of the expiry of the written consent to undertake the Works in the Road Reserve, the Works Manager must email Council a photo of the work site.

(Section 64 of the Road Management Act 2004, as explained in 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)

The photo will show Council:

1. Whether the works were completed by the expiry date or are still cordoned off safely;
2. Whether the works been reinstated.
3. Whether the reinstatement is temporary or permanent.
4. Whether there a tripping hazard;

If more time for the works is required, the expiry date of the written consent may be extended by Council at no cost, but only if it has not already 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 Section 64,
explained under Schedule 7, Clause 13; as below:

Notice of completion of works

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 company / body corporate – 25 penalty units

Do you understand the requirement to notify Council of the completed works in the Road (including in the footpath, nature-strip and/or road pavement)?

Yes

No

If 'No' please detail query or further information.



Traffic Management Plans

A traffic management plan must be in operation for any works or any non-road activity on the footpath, nature strip or road pavement (including laneways). (Section 99A of the Road Safety Act 1986.)

A copy of the traffic management plan must be at the worksite and must be made available for inspection. (Regulation 36 of the Road Safety (Traffic Management) Regulations 2019.)

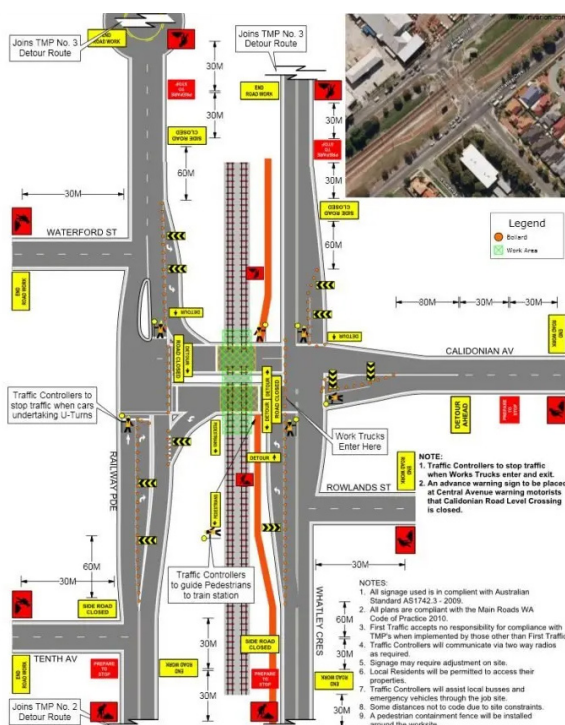
The Traffic Management Plan must be prepared by a person trained to prepare such plans by a Registered Training Organisation.

(Clause 13(7) of the Code of Practice – Worksite Safety - Traffic Management.)

Council does not need to see the whole traffic management plan (safety assessments, etc), just the **Traffic Guidance Scheme (TGS)** (the diagram or plan).

TGS example:

Traffic management plans, including the TGS, must be prepared by a person trained to prepare such plans by a Registered Training Organisation. Their qualification must be current.



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 here:

Bus stop relocation information

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 file name:



Works Zone - Parking Restriction

If you are undertaking building works and you need a place to park a construction vehicle on-street directly outside the building site, you can apply for Works Zone parking restriction. This is for **parking only**. It does not approve any other use of that parking space.

If approved, Council will install the “works zone” parking restriction (with times and days) in an agreed location directly outside your site.

To be eligible for a Works Zone parking restriction:

- The location must be on-street directly outside the work site (ie not in front of neighbours).
- The proposed location must not have any existing ‘no stopping’ signs or clearway operating times; and
- There must not be more than two objections from neighbours to the proposed work zone after Council sends them a letter explaining the proposal. (This does not rule out Council’s approval, but it will trigger further investigation in line with Council’s Parking Policy).

Note: Road Rule 181 does not permit employees of the site to park vehicles in the work zone, unless the vehicle is engaged in construction work.

A Works Zone incurs a flat fee and will allow you to use up to two standard parking bays. There is an additional fee per week for each additional parking bay.

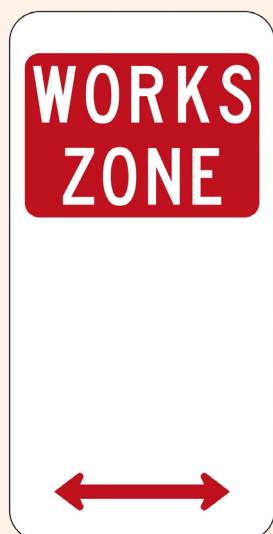
Road Rule 181:

181 Stopping in a works zone

- A driver must not stop in a works zone unless the driver is driving a vehicle that is engaged in construction work in or near the zone.

Penalty: 2 penalty units.

- A ‘**works zone**’ is a length of a road to which a works zone sign applies:



Are Works Zone parking restrictions sought for this site?

Yes

No



If ‘Yes’, please provide:

- a map showing 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 parking restriction is 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 at least one week prior to expiry)
- invoicing details, including an address and ACN.

Attachment file name:





Cordoned Load/Lift Area – Road Occupation with barriers

‘Cordoned Load/Lift Area’ – means an Ongoing Road Occupation permit that approves safety barriers in the road pavement.

For large and complex developments in busy locations, it may be appropriate to install physical road safety barriers as part of the Occupation permit. The barriers may be required to facilitate safe loading and protection. The addition of physical road safety barriers as part of the Ongoing Road Occupation permit will only be considered if included with this construction management plan. Full civil plans with associated sign schedule and line-marking must be submitted for review as part of this plan. If approved, it will be endorsed as part of this construction management plan.

Is a Cordoned Load/Lift Area proposed (which includes safety barriers in the road pavement)?

Yes

No

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

Attachment file name:

Other Permits

Legal Point of Discharge

Before a building permit is issued, the building surveyor must consider the drainage report from Council that identifies the legal point of discharge. The legal point of discharge will usually be Council's stormwater drain, where available, or if not, the street kerb and channel.

If the building permit has been issued, then it is likely that the property owner or building surveyor has a copy. Information on applying is available on Council's website here:

[Stormwater drains and sewerage](#)

Onsite stormwater detention system

The legal point of discharge will usually require a development of more than one dwelling to submit drainage plans and calculations for 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 before connecting to any Council drainage asset (underground drain or kerb and channel). This permit covers the cost of a Council officer, inspecting the connection to ensure no damage.

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.

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 further information.



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 Council's 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 Section 9.3 of Council's General Local Law 2018 regarding when a Permit is required for vehicle crossings at the subject building site of this construction management plan?

Yes No

If 'No' please detail query or further information.

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

Yes No

Continued next page

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

1. One initial on-site consultation prior to issuing the permit,
2. One pre-pour inspection; and
3. One final inspection.

There is an additional fee for each additional inspection.

Apply via Council's website:

[Apply Online](#)

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

Phone our Operations Centre on **09240 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.



Access across a Council reserve (parkland) (OSTOP)

Short term access across a Council reserve may be permitted. The relevant permit is called the Open Space Temporary Occupation Permit (OSTOP).

This permit is issued under Section 9.14 of the General Local Law 2018, which relates to occupation of Council land. (Note: some reserves are maintained by Council but owned by other Authorities. That may trigger the need for additional approvals.)

Section 9.14 of the General Local Law 2018:

A person required to undertake any works on Council land must:

- obtain a permit for the work;
- undertake those works safely;
- where relevant, provide and maintain pedestrian and traffic control devices during the course of the works; which must comply with Australian Standard AS 1742.3

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.

Have you read and understood that access across public reserve to the construction site is not permitted without a permit issued under Section 9.14 of Council's General Local Law 2018?

Yes

No

If 'No' please detail query or further information.

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

Yes

No

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:

- Footpaths - which must have DDA compliant crossfalls in accordance with AS 1428 (1 in 40 for concrete and 1 in 33 for asphalt).
- roads
- drainage
- kerbs and nature strips
- Trees and vegetation

If any Council assets are damaged during construction, you will be 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

