



Town of
Cambridge

CONSTRUCTION MANAGEMENT PLAN PROFORMA APPLICATION FORM

Please complete the Application Form and return to;

By Mail: Compliance Services
Town of Cambridge
PO Box 15
FLOREAT WA 6014

In Person: To the Customer Service Centre
1 Bold Park Drive, Floreat

For Assistance: Further information is available from
Compliance Services on 9347 6056

August 2019

BUILDERS DETAILS:

Company Name and Address

Postcode:

Site Contact Person

Name:
Telephone:
Mobile:
Email:

After Hours Contact Person

Name:
Telephone:
Mobile:
Email:

OWNER DETAILS:

Name and Contact Details

Name:
Telephone:
Email:

Address

Postcode:

SITE DETAILS:

Address:

Postcode:

CONSTRUCTION PERIOD:

From:
To:

Building Permit Application Number:

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PLEASE NOTE - IMPORTANT INFORMATION

The Local Government Act and the Town of Cambridge Local Laws do not permit obstructions, materials, the erection of any structures or hoardings on footpaths, road reserves, Town Parks and Reserves; or any interference with or alteration to any fittings or facilities located thereon; unless the approval of the Town is first obtained.

In this regard, applicants seeking the Town's approval for any activities in the road reserve, associated with the construction site, are required to submit the completed Construction Management Plan.

Prior to completing this Application Form, please read the Town of Cambridge Construction Management Plan Guidelines.

Please attach Construction Management Plan.

Construction Management Plan attached

Yes No

FINAL CLEARANCE:

Office Use ONLY

OFFICER	SIGNATURE	DATE
Compliance		
Building		
Planning		
Health		
Parking		
Infrastructure		
Parks		

Please complete the following information. If more space is required, additional sheets may be attached.

ITEM 1 - PUBLIC SAFETY, AMENITY, SITE PLAN AND SECURITY

1.1 Site Plan

(Assessment by Manager Regulatory Services)

Site Plan to be provided which shows:

Location of all of the Town's infrastructure, such as street trees, signage, kerbing, drainage, street lights and power poles;

Where materials will be stored and/or unloaded;

Location of perimeter fencing, waste disposal bins;

Location of materials hoist, concrete mixer, sanitary facilities;

Location of proposed work zones, if any

Location of any scaffolding hoardings or gantries;

Location of crossovers or other access points;

Location of wash down areas for trucks;

Parking arrangements for work site personnel, concrete and delivery trucks;

Any proposed redirection of pedestrian traffic;

Public Safety and Traffic Management; and

Acceptable scales 1:100 or 1:200.

Attach a copy of the Site Plan.

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Yes

No

1.2 Contact Details of Essential Site Personnel

(Assessment by Manager Regulatory Services)

To enable noise and nuisance complaints to be managed onsite in the first instance, signage specifying any security measures, key contact details of essential site personnel and period of construction must be erected on the perimeter of the building site (ie, attached to the building, fence or hoarding).

A 24 hour contact name and phone number must be provided. The signage should indicate *"Construction work times for this site are 7:00am - 7:00pm Monday to Saturday only. Should problems in relation to building noise occur outside the above permitted hours, or for any other enquiry, complaint or emergency relating to this site at any time, please contact*

Name:
Mobile:
Period of construction:
From/...../.....To:...../...../.....

Attach a copy of the sign to the Construction Management Plan.

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Yes

No

1.3 Community Information and Complaints Management

(Assessment by Manager Regulatory Services)

A Community Information and Engagement Plan is to be prepared detailing how the local community will be kept informed about the development. The Builder must deliver an information newsletter to all properties around the site, in the area an area specified by the Town.

The Site Personnel must promptly respond to all complaints. All parking and noise complaints must be actioned within one hour. A Complaints Register is to be accurately maintained and shall include the following details:

- Name of complainant (if known)
- Date and time of complaint
- Action taken

Attach a copy of the Community Information Newsletter and Complaints Management Plan.

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Yes

No

1.4 Public Safety

(Assessment by Manager Regulatory Services)

The applicant is to provide details of public safety provisions, proposed hoardings and gantries. Depending on the nature of the works, an approved Traffic Management Plan (TMP for the works being undertaken may need to be in place on the work site **at all times** and the Contractor's Manager/Site Supervisor will be required to ensure compliance with AS1742.3-2009 and Main Roads Code of Practice 2010.

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Yes

No

1.5 Site Security

(Assessment by Manager Regulatory Services)

What security methods will be in place to prevent unauthorised access to site?

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1.6 Dilapidation Reports

(Assessment by Manager Regulatory Services and Building Surveyor)

The purpose of a dilapidation report is to record the current condition of a property prior to any building work being undertaken. Dilapidation reports are usually undertaken by independent professional consultants on properties adjacent to the proposed building site and should comprise:

- the relevant property owner's signature;
- annotated photographs;
- site and floor plan; and
- details of any pre-existing damage (including measurements).

The report can be used to resolve any disputes that may arise during or after the building works. The Town does not undertake dilapidation reports. A dilapidation report should be commissioned by the builder/applicant. All costs associated with the preparation of a dilapidation report shall be borne by the applicant/builder(s). The Town reserves its right in its absolute discretion to request any additional Dilapidation Reports, where it is of the opinion that a property may be affected by demolition and/or construction works and the Builders shall promptly comply with the Town's request.

Are Dilapidation Reports attached?

Yes

No

ITEM 2 – NOISE, VIBRATION, AIR AND DUST MANAGEMENT

Noise Management

(Assessment by Manager Regulatory Services/Health)

2.1 NOISE MANAGEMENT PLAN

The Noise Management Plan needs to meet the following requirements:

Have you provided us with all of the following details?

Please tick appropriate box- **Yes No**

Yes No

2.1.1. Noise Management Plan (NMP) to be in accordance with the requirements of the Environmental Protection (Noise) Regulations 1997.

Yes No

2.1.2. Provide a construction program including details of and the duration of activities.

Yes No

Identify the likely periods of noise and vibration

2.1.3. Provide prediction of noise emissions on the construction site, in particular of the piling, rock breaking, jack hammering and compaction processes.

Yes No

2.1.4. Identify all noise sensitive premises located in the near vicinity.

Yes No

2.1.5. Specify control measures for noise and vibration – i.e. equipment design/ site and work practices.

Yes No

2.1.6. Submit procedures to be adopted for monitoring noise emissions –i.e. verifying actual noise levels. –

Yes No

2.1.7. Provide details of complaint response procedure e.g. Provisions to provide notification to identified noise sensitive premises.

Yes No

2.1.8. Detail follow up procedures– investigation of ongoing or unresolved noise issues. Include contact details of persons who will be available to receive reports relating to noise issues during work time and after hours.

Yes No

All employees and sub-contractors shall be advised that construction noise **MUST** not commence prior to 7.00am, in accordance with the Environmental Protection (Noise) Regulations 1997.

2.2 Work Out of Hours

(Assessment by Manager Regulatory Services/Health)

Is it anticipated that there will be any requirement to work outside the permitted work hours of 7am to 7pm Monday to Saturday, or on Public Holidays?

Yes No

If yes, please submit the required Application for Regulation 13 - Out of Hours Construction Work Permit. This application must be submitted at least seven (7) days prior to the construction work commencing, and can be obtained from the Town's Compliance Services section.

Please provide details of works hours and noise management

2.3 Control of Vibration

(Assessment by Manager Regulatory Services)

Will any building operations or earthworks involve the use of equipment that could possibly cause damage by vibration or settlement to the property of adjoining property or the adjacent road reserve, laneway or other property under the care, control or management of the Town?

What methods are proposed to control any vibration on the site?

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2.4 Control of Sand and Dust

(Assessment by Manager Regulatory Services/Health)

What methods are proposed to control the drift of sand and dust from the site?

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ITEM 3: TRAFFIC, ACCESS AND PARKING MANAGEMENT

3.1 Traffic Management Plan

(Assessment by Manager Regulatory Services/ Infrastructure Technical Officer)

A suitably endorsed Traffic Management Plan is to be prepared that addresses site and traffic issues arising from the development works and to identify the traffic management procedures to be implemented by contractors and subcontractors during the project. Primary issues to be addressed in the Traffic Management Plan are identified below:

- (a) Analysis of existing traffic volumes (vehicles, pedestrians and cyclists).
- (b) Existing and proposed speeds - are there temporary speed reductions proposed?
- (c) Existing on and off site car parking facilities.
- (d) Public transport routes – will the works impact on public transport routes? If so have arrangements been made with the Public Transport Authority for a route deviation?

NOTE: Traffic Management Plans for larger developments and those in 'difficult' locations will need to be prepared by an accredited Traffic Controller, as determined by the Manager Regulatory Services

Please attach Traffic Management Plan.

Traffic Management Plan attached:

Yes No

3.2 Temporary Road Closures

All applications for temporary road closures must be made 10 days in advance. A newsletter to the local residents/businesses is to be issued 5 days prior to the closure.

3.3 Vehicle Access

The general public must be protected from construction activities including vehicle loading and off-loading within the public domain. Precautions must be fully specified and include the following measures:

- (a) The use of spotters and traffic controllers. Restriction on the hours of operation of these activities
- (b) (non-peak hours).
- (c) Security mesh or barriers to separate the public from the work area.

3.4 Construction Work Zones

Will the parking bays in the road reserve be required for the exclusive use of the work site during the construction? If yes, an application is required for a Construction Work Zone Permit. Please contact Compliance Services.

Yes No

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Amount to be paid:
\$

3.5 Parking for Contractors and Sub-Contractors
(Assessment by Ranger Services/Parking)

Parking and traffic controls around building sites must be complied with and accommodated in a manner that minimises disruption to the precinct. It should be noted that parking across a footpath is illegal.

Please attach Parking Management Plan.

Parking Management Plan attached:

Yes No

Detail proposed provisions made for contractor/worker vehicles and annotate proposed location on the site plan (if applicable).

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3.6 Road and/or Footpath Obstructions

Is it proposed that the footpath, road, right of way, or verge be obstructed in any manner, for any period during the works? This includes placement of cranes, gantries, skips etc.

Yes No

If "Yes", please provide details below and attach your completed application for a Permit for a gantry in the Road Reserve.

Office Use Only

Amount to be paid:

\$

Adequate measures, to the satisfaction of the Town, shall be taken by the applicant to maintain pedestrian and vehicular access to the road reserve and to ensure the Town's facilities are safeguarded.

3.7 Storage of Materials and Equipment on the Verge
(Assessment by Manager Regulatory Services)

Is it proposed that any materials will be stored on the verge? (ie Verge Permit)

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Yes No

If "Yes", please provide details below, and attach your completed application for a Storage of Materials on the Verge.

Note: Site toilets must be provided onsite and within 2 metres of the property boundary.

Please indicate on the site plan where materials are to be stored and extent of any hoardings, gantries or scaffolding.

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Amount to be paid:

\$

3.8 Access to Site
(Assessment by Infrastructure Technical Officer)

Will access to the site be required through any other properties or reserves?

Yes No

If "Yes", please provide details and copies of the written authorisation of the property owner to do so.

Will a temporary crossover be required?

Yes No

If "Yes", please attach a completed **Application for Vehicular Crossing**.

Yes No

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3.9 Street Trees on the Road Reserve adjoining the Site
(Assessment by Parks Officer)

Are trees on the road reserve adjoining the site?

Yes No

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Will a Tree Protection Zone be required?

Yes No

Will a Secure Sum (Bond) be required?

Yes No

Amount to be paid:

\$

3.10 Pedestrian Movement
(Assessment by Infrastructure Technical Officer)

The path of pedestrian and cyclists is to be free of obstruction and clearly legible. In some instances it is acknowledged that pedestrian diversions/detours are required.

If the footpath and verge is proposed to be obstructed by the installation of the work shed, the Town may require the shed to be placed on gantries above the footpath or may require the installation of kerbing, at the applicant's expense, to provide safe pedestrian access on the road.

ITEM 4: WASTE MANAGEMENT AND MATERIALS RE-USE

4.1 Storage and Disposal of Rubbish
(Assessment by Manager Regulatory Services)

Submit details on how rubbish and waste is to be contained on the site and disposal methods.

4.2 Waste Minimisation and Recycling
(Assessment by Manager Regulatory Services)
Please provide details of the following:

- (a) Procedures for the collection and sorting of recyclable construction materials.
- (b) Provision of containers for recyclable materials including cardboard, glass, metal, and plastic and green waste.
- (c) The re-use of timber, glass and other materials. The recycling of asphalt, metal, bricks, tiles, masonry, concrete, plasterboard, plastic, batteries, cardboard, carpet and other materials.
- (d) Procedures for removal of waste (materials that cannot be reused or recycled) from the site.
- (e) Procedures for removal of hazardous or dangerous materials from the site.
- (f) Provisions for collection of daily rubbish from workers.

ITEM 5: EARTHWORKS AND ASSOCIATED MATTERS

5.1 Piling

(Assessment by Manager Regulatory Services and Building Surveyor)

The Town does not encourage Sheet Piling and encourages less intrusive methods of retaining. Sheet piling will not generally be approved unless an appropriately qualified consultant/engineer certifies that it will not damage nearby properties.

If sheet piling is proposed to be used, details shall be provided by an engineer certifying that all requirements and standards will be complied with. Is piling to be a part of this building works?

Yes No

Please note that:

- (a) No two walls are the same.
- (b) Careful analysis of each structure and the affect it may have on the structure should be undertaken.
- (c) This analysis should be carried out by the architect, professional contractor or structural engineer. The builder's engineer should make specific design recommendations.

5.2 Ground Anchors

(Assessment by Manager Regulatory Services and Building Surveyor)

Will ground anchors be installed beyond the property boundary? If yes, please provide details certified by a qualified consultant and written consent of the affected owners.

Yes No

5.3 Underpinning

(Assessment by Manager Regulatory Services and Building Surveyor)

Will ground stabilisation or underpinning be required at the property boundary or structures on adjoining properties? If yes, please provide all details and plans.

Yes No

5.4 Excavation Management

(Assessment by Manager Regulatory Services and Building Surveyor)

Are there any excavation works proposed that could possibly cause damage to the property of adjoining property or the adjacent road reserve, laneway or other property under the care, control or management of the Town? If yes, please provide details on how the land is to be retained and attach certification by an appropriate qualified consultant.

Yes No

5.5 Conditions of Footpath and Road Reserve

(Assessment by Infrastructure Technical Officer)

The applicant **AT ALL TIMES** shall be responsible for the protection of the Town's Infrastructure during the works.

Note: This includes ensuring drainage gullies/inspection chambers/roads and footpaths remain free from any

sand/debris emanating for the construction site.

A works bond fee shall be paid on application of the building licence. The applicant will be responsible for all costs associated with the required maintenance of the Town's infrastructure during the works and any re-instatement of the Town's Infrastructure during, as requested, and at the conclusion of the works.

5.6 Pre-Work Inspection

(Assessment by Infrastructure Technical Officer)

Please advise, at the time of making the works bond payment, if you consider that a pre-work inspection of the existing condition of the Town's infrastructure needs to be recorded for future reference at completion of the works.

If the Town is not notified it will be assumed that the Town's infrastructure is in an acceptable condition for the purposes of refund of works bond.

Date of Inspection:

Attending Officer:

Office Use Only

5.7 Remediation Works Secure Sum (Bond)

Will a Remediation Works Secure Sum (Bond) be required?

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Yes No

Amount to be paid:

\$

ITEM 6: STORM WATER AND SEDIMENT CONTROL

Wash Down Areas for Trucks

(Assessment by Manager Regulatory Services)

Will there be a requirement to wash excess concrete or other materials out of trucks, mixers etc and if so has a place been allocated on site?

Yes No

If "Yes", please provide details. *Please note that it is not permissible to wash down into the Town's street drainage system.*

De-Watering

(Assessment by Manager Regulatory Services)

Will de-watering of the site be necessary?

Yes No

If "Yes", please provide details and attach a report from an appropriately qualified consultant outlining the proposal, duration of operation, water quality etc.

Note: Pre-approval from the Town will be required prior to discharging any ground water from the site into the Town's street drainage system during the de-watering operations. In addition, subject to the findings of a consultant's report, approval may also be required from State Agencies (eg, Swan

ITEM 7: APPLICATIONS FOR PERMITS AND OTHER APPROVALS

The Construction Management Plan is a requirement of Planning and Building approval BUT DOES NOT NEGATE the requirement for separate applications and approvals for such items as:

- Road and footpath temporary closures/obstructions.
- Work Zones.
- Use of and storage of materials on the verge in front of the development.
- Gantry and hoardings.
- Refund of Secure Sims and Works bond inspection request.
- Disposal of water from dewatering operations.
- Noise Management Plan – out of hours work.
- Use of a crane.
- Signs.

These Permit Applications can be obtained from the Town. Please refer any enquiries to Compliance Services.

ITEM 8: STREET TREE MANAGEMENT AND PROTECTION

This section is to prevent the unauthorised removal and/or damage to verge street trees and other property under the care, control and management of the Town.

Are there any street trees on the verge?

Yes No

Are the street trees protected by a barricade or physical barrier? Please specify type of barricade or barrier provided.

Yes No

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INDEMNIFICATION

Upon submission of the Construction Management Plan, the applicant undertakes to hold the Town of Cambridge indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of or arising out of the use of the road reserve and the property of the Town of Cambridge during all periods when the reserves are in use.

DECLARATION

I have read and understood the above information and I accept responsibility for ensuring compliance with the Construction Management Plan, Town of Cambridge Local Laws, Statutes and any conditions pertaining to use of the Road Reserve and Town on behalf of the organisation named below.

ORGANISATION (Please Print):

Postcode:

NAME (Please Print):

SIGNATURE:

DATE:

...../...../.....

ADDITIONAL COMMENTS (if required, insert information on this page).