



CONSTRUCTION MANAGEMENT PLAN CHECKLIST

Address of Works (complete *all* details)

Lot No	<input type="text"/>	Street No	<input type="text"/>	Street	<input type="text"/>		
Suburb	<input type="text"/>			State	<input type="text"/>	Postcode	<input type="text"/>
Works Start Date	<input type="text"/>			Works Finish Date	<input type="text"/>		
Planning Approval Number	<input type="text"/>						

Property owner details (complete *all* details)

Name 1	<input type="text"/>		
Name 2	<input type="text"/>		
Address	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

Builder's details (complete *all* details)

Authorized Applicant	<input type="text"/>		
Company	<input type="text"/>		
Address	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
Site Contact Name	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>
After Hours Contact Name	<input type="text"/>		
Phone	<input type="text"/>	Email	<input type="text"/>

This document acts as a guide to preparing your construction management plan, and is not a CMP in and of itself. Prior to submission of a Demolition Permit or a Building Permit (where a condition of planning approval requires one), the following shall be submitted to the Town:

CHECKLIST FOR CONSTRUCTION MANAGEMENT PLAN

Items to be provided.	Applicant check	Office use only
<ul style="list-style-type: none">• This Checklist completed, signed and dated by the applicant;	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• The requirements set out in the checklist to be included in a separate Construction Management Plan that accompanies the checklist	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• A Traffic Management Plan where there will be a requirement for traffic control at any time during the Construction period, to be approved at the same time as the CMP to ensure consistency	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• The applicable fee as per the Town's Fees and Charges Schedule 2019/20 of \$75.00	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none">• All documents are to be provided in hardcopy as well as an electronic copy of the checklist and CMP attachments provided on a USB stick or CD in unlocked PDF format	<input type="checkbox"/>	<input type="checkbox"/>

INDEMNIFICATION

Upon submission of the Construction Management Plan, the applicant undertakes to hold the Town of Mosman Park indemnified against all claims which may be made against them for any 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 Mosman Park during all periods when the reserves are in use.

DECLARATION

I have read and understood the information contained in this document and I accept responsibility for ensuring compliance with the Construction Management Plan, Town of Mosman Park Local Laws, Statutes and any conditions pertaining to the use of the Road Reserve and Town on behalf of the organisation outlined at the beginning of the application.

Signed,

Your Name(s)	Signature	Date

ITEMS TO BE INCLUDED IN ATTACHED CONSTRUCTION MANAGEMENT PLAN

Section 1: Public Safety, Amenity, Site Plan and Security

(to be assessed by Engineering)

Items to be provided.	Applicant check	Office use only
Site Plan		
Site plan must show		
<ul style="list-style-type: none"> location of all of the Town's Infrastructure i.e street trees, signage, kerbing, drainage, street lights 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 	<input type="checkbox"/>	<input type="checkbox"/>
Acceptable scales 1:100 or 1:1200	<input type="checkbox"/>	<input type="checkbox"/>
Signage details with Contact Details of Essential Site Personnel		
Example of signage to be placed on site	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>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 i.e attached to building, fence or hoarding.</i></p> <p><i>A 24 hour contact name and phone number must be provided. The signage should indicate "Construction work times for this site are 7:00am to 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) on (Mobile). The construction period is from (date) to (date)."</i></p>		
Community Information and Complaints Management		
A copy of the Community Information Newsletter and Complaints Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>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.</i></p>		

CHECKLIST FOR CONSTRUCTION MANAGEMENT PLAN

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*
- *Date and time of complaint*
- *Action taken*

Site Security

Details of site security methods that will be in place to prevent unauthorised access to the site

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Dilapidation Reports

Dilapidation Report provided in attached CMP

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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:

1. *The relevant property owner's signature;*
2. *Annotated photographs;*
3. *Site and floor plan; and*
4. *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. The builder/applicant should commission a Dilapidation report. 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

Section 2: Noise, Vibration, Air, and Dust Management

(Assessed by Health)

Items to be provided.	Applicant check	Office use only
Noise Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>The Noise Management Plans to be provided in the CMP which needs to meet the following requirements;</i></p> <ul style="list-style-type: none"> • <i>Noise Management Plan (NMP) to be accordance with the requirements of the Environmental Protection (Noise) Regulations 1997.</i> • <i>Provide a construction program including details of and the duration of activities.</i> • <i>Provide predication of noise emissions on the construction site, in particular of the piling, rock breaking, jack hammering and compaction process.</i> • <i>Identify all noise sensitive premises located in the near vicinity.</i> • <i>Specify control measures for noise and vibration, i.e. equipment design/ site and work practices</i> • <i>Submit procedures to be adopted for monitoring noise emissions i.e. verifying actual noise levels</i> • <i>Provide details of complaint response procedure.</i> 		

CHECKLIST FOR CONSTRUCTION MANAGEMENT PLAN

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

All employees and sub-contractors shall be advised that construction noise MUST not commence prior to 7:00 am, in accordance with the Environmental Protection (Noise) Regulations 1997.

Work Out of Hours

If it is anticipated that there will be any requirement to work outside the permitted work hours if 7:00 am to 7:00 pm Monday to Saturday, or on Public Holidays, submit the required Regulation 13 – Out of Hours Construction Work Request. This must be submitted at least ten days prior to the construction work commencing. Please provide details of work hours and noise management.

<input type="checkbox"/>	<input type="checkbox"/>
Included	Included
<input type="checkbox"/>	<input type="checkbox"/>
Not	Not
Applicable	Applicable

Control of Vibration

If 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, methods must be proposed to control vibration on the site included in the attached CMP

<input type="checkbox"/>	<input type="checkbox"/>
Included	Included
<input type="checkbox"/>	<input type="checkbox"/>
Not	Not
Applicable	Applicable

Control of Sand and Dust

Methods proposed to control the drift of sand and dust from the site provided in attached CMP

<input type="checkbox"/>	<input type="checkbox"/>
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Section 3: Traffic, Access and Parking Management

(Assessed by Engineering)

Items to be provided.	Applicant check	Office use only
Traffic Management Plan <i>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 implemented by contractors and subcontractors during the project.</i> <i>The applicant is to provide details of public safety provisions, proposed hoardings and gantries an approved Traffic Management Plan (TMP) for the works being undertaken will 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 2017. All TMP's are to be submitted with this application prior to the CMP being approved.</i> <i>Primary issues to be addressed in the Traffic Management Plan are identified below;</i> <ul style="list-style-type: none"> <i>Analysis of existing traffic volumes (vehicles, pedestrians and cyclists)</i> <i>Existing and proposed speeds – are there temporary speed reductions proposed?</i> <i>Existing on and off site car parking facilities.</i> <i>Public Transport routes – will the works affect public transport routes? If so, have arrangements been made with the Public Transport Authority for a route deviation?</i> 	<input type="checkbox"/>	<input type="checkbox"/>

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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 Engineering Department.

Delivery and Off-loading Procedures

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The 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;

- The use of spotters and traffic controllers. Restriction on the hours of operation of these activities.*
- Non Peak Hours*
- Security mesh or barriers to separate and include the public from the work area.*

Site Parking Management Plan

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Parking and traffic controls around building sites must be complied with an accommodated in a manner that minimises disruption to the precinct. It should be noted that parking across a footpath is illegal. Parking is to comply with Road Traffic Code and Local Laws and Policies as determined by the Town. Include the number of vehicles and locations on your site-parking plan

Activities in Verge Details

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If any of the following will be required during the construction you must apply for a TSADM TF2 for an Activity on Road or Verge Permit. Please contact Technical Services. This includes

- Temporary closure of roads*
- parking bays in the road reserve will be required for the exclusive use of the work site*
- obstructing the footpath, road, right of way, or verge, for any period*
- materials to be stored on the verge*

All applications for temporary road closures must be made a minimum of 10 business days in advance. A newsletter to the local residents/businesses is to be issued 5 days prior to the closure. For acceleration, a fee will be charged.

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.

Access to parks and adjoining properties.

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If access to a park / reserve is required include a completed TSADM TF9 Application for Park/Gate and pay associated fees. For property access, please provide details and copies of the written authorisation of the property owner to do so.

Tree Protection Zone details/

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If there are any trees on the road or other reserves adjoining the site, details of Tree Protection measures must be included.

Section 4: Waste Management Plan

(Assessed by Engineering and Health)

Items to be provided.	Applicant check	Office use only
Waste Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Please provide the following details;</i></p> <ul style="list-style-type: none"> <i>Procedures for the collection and sorting of recyclable construction materials.</i> <i>Provision of containers for recyclable materials including cardboard, glass, metal and plastic and green waste</i> <i>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. Procedures for removal of waste (materials that cannot be reused or recycled) from the site.</i> <i>Procedures for removal of hazardous or dangerous materials from the site.</i> <i>Provisions for collection of daily rubbish from workers</i> 		

Section 5: Earthworks and Associated Matters

(Assessed by Engineering)

Items to be provided.	Applicant check	Office use only
Earthworks Plan	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>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.</i></p> <ul style="list-style-type: none"> <i>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.</i> <i>If ground anchors are to be installed beyond the property boundary, please provide details certified by a qualified consultant and written consent of the affected owners</i> <i>If ground stabilisation or underpinning will be required at the property boundary or structures on adjoining properties, please provide details and plans</i> <i>If 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 please provide details on how the land is to be retained and attach certification by an appropriate qualified consultant.</i> 		

Section 6: Storm Water and Sediment Control

(Assessed by Engineering)

Items to be provided.	Applicant check	Office use only
Wash down Areas indicated on site plan	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>If there is a requirement to wash excess concrete or other materials out of trucks, mixers etc an area must be allocated within the property boundary, Please note that it is not permissible to wash into the Town's street drainage system.</i></p>		
Dewatering plan	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>If de-watering of the site be necessary, provide details and attach a report from an appropriately qualified consultant outlining the proposal, duration of operation, water quality etc.</i></p>		

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Note: Pre-approval from the Town will be required prior to discharging any ground water from the sure into the Town's street drainage system during the de-watering operations. In additional, subject to the findings of a consultant's report, approval may also be required from State Agencies (Swan River Trust, Department of Water and Department of Environmental Conservation)

CHECKLIST FOR CONSTRUCTION MANAGEMENT PLAN

Document Control

Managed by:	Responsible Person:	Current Version:
Technical Services	Senior Planning Officer	2.0
Status:	Approved by:	Date approved:
File Number:	Next review date:	Security classification:

Revision Record

Date	Version	Changelog	Reference	Approved by