

# PRACTICAL COMPLETION INSPECTION APPLICATION FORM



Development/Subdivision:	
Stage:	
Name of Site Engineer:	
Site Engineer's Contact Details:	
Name of Contractor:	
Contractor's (Foreman) Contact Details:	
Date:	

In line with Council's Engineering Design and Construction Manual, Section D, this form shall form the basis of a written application to Council requesting a Practical Completion Inspection by the developer's contractor or other representative.

Before applying to Council's Principal Construction Supervisor for a Practical Completion Inspection, a pre-inspection must be completed with Council's Construction Supervisor to determine if it is in an acceptable state and standard for a Practical Completion Inspection to be undertaken. If it is not, Council will not schedule a Practical Completion Inspection.

Also before a Practical Completion Inspection can be scheduled by Council's Principal Construction Supervisor, the following must be provided. If the following are not provided, Council will not schedule a Practical Completion Inspection.

ITEM	DOCUMENT	PROVIDED
	DOCUMENTATION REQUIRED	✓ - yes * - no NA
1	As-Constructed Engineering Plans Set (2xA3 and 1xA1)	
2	D-Spec #	
3	R-Spec *	

**Notes:**

1. (#) applies only to stand-alone drainage projects not associated with a stage of subdivision, unless otherwise stated on the planning permit.
2. (\*) applies only to stand-alone road projects not associated with a stage of subdivision, unless otherwise stated on the planning permit.
3. All conditions specified on the planning permit required prior to the Practical Completion Inspection must be resolved before a Practical Completion Inspection is scheduled.
4. The applicant must allow five working days from the receipt of the application for a response from Council's Principal Construction Supervisor.
5. Council reserves the right to suspend or cancel the Practical Completion Inspection where works are found to be below acceptable standards. In that case, remedial works must be undertaken before another application is made for a Practical Completion Inspection.
6. Submit this form to the email address: **construction@melton.vic.gov.au**

In signing below, I acknowledge the terms mentioned in this form and have filled out the form correctly.

Signature of Site Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

<p><u>Office Use Only:</u></p> <p>Date of Practical Completion Inspection: _____</p> <p>Council Staff who attended the PC Inspection:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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