

Civil Works Pre-commencement Meeting Application Form

- For Early Bulk Earthworks *and* Civil Works



DESCRIPTION	FILL IN BLANKS BELOW
Planning Permit Number – PAXXXX/XXXX	
Estate or Project Name and Stage # <i>add 'bulk earthworks' if relevant</i>	
Consultant – - Company and Contact Name - Phone # / Email Address	
Site Engineer – - Company and Contact Name - Phone # / Email Address	
Contractor – - Company and Contact Name - Phone # / Email Address	
Email addresses for meeting invitees <i>if not listed above</i>	
Date Form submitted	

Pre-requisite to requesting a PC: All Conditions specified by Planning

In line with Council's Engineering Design and Construction Manual, this form shall form the basis of a written application to Council requesting a civil pre-commencement meeting by the developer's contractor or other representative.

A copy of the following documents *must be* provided to Council's Infrastructure Planning team *before* a bulk earthworks or civil works pre-commencement meeting is scheduled by Council's Principal Construction Supervisor:

Information Required		
Document Description	Date Approved/ Endorsed by Council	Do you have a copy of documents to submit with this form? Yes/ No/ Not Applicable & Reason
Approved Bulk Earthworks or Detailed Engineering Plans (R&D)		
Endorsed Construction Environment Management Plans (CEMP) <i>CEMP- Images of setup measures attached</i>		
Endorsed Haulage Route <i>To be included in TMP and CEMP</i>		
Consent to work within a Road Reserve <i>WWRR - if working within existing road</i>		
Authorised Traffic Management Plan (TMP) <i>Mandatory unless other permission given by Traffic & Transport Team</i>		

Sign form below and send, with documentation, to Email: construction@melton.vic.gov.au

By signing this form, I acknowledge the terms and conditions outlined:

I understand that, if all required prerequisites stated are not met, that another form will have to be submitted after outstanding issues are resolved to the satisfaction of Council.

Signature of Applicant: _____ **Date:** _____

FREQUENTLY ASKED QUESTIONS:

If I do not have a copy of the approved/endorsed document, how can I submit the documents to Council?

- The Engineering Plans for Early Bulk Earthworks or Engineering Plans (R&D) must be approved, in writing, by Council. Direct queries to the Engineer for the project or Email: Infrastructureplan@melton.vic.gov.au Allow 10 working days from the date the Infrastructure Planning team receives plans for a written response.
- CEMP (*including haulage route*) - Please refer to the planning permit for project. CEMPs *must be* submitted in PDF format to Email: emp@melton.vic.gov.au . Contact the Planning Support team at T: 9747 7200 if you require further information or to check on a CEMP endorsement. Allow 15 working days from the date submitted for response from Council's Planning Support team.
- WWRR – *authorisation is required if working within an existing road*. See form and related information on the website <https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Roads-and-traffic/Works-within-road-reserve>. Application for consent should be emailed to wrr@melton.vic.gov.au Allow 10 working days for a response to the WWRR application from Council's Traffic and Transport team.
- TMP (*including haulage route*) - refer to your planning permit and website <https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Roads-and-traffic/Traffic-management-plans> . The TMP application form and TMPs *must be* submitted to Email: traffic@melton.vic.gov.au . Allow 10 working days for a response to the TMP submission from Council's Traffic and Transport team. **Note:** *The TMP should not only include truck signs to satisfy requirements.*

What other matters should I know or consider before submitting this form?

- Attach all relevant approval, consent, authorisation or endorsement letters and documents to email submission of civil pre-commencement meeting application form.
- All conditions specified on the planning permit required for the civil pre-commencement meeting must be met before the civil pre-commencement meeting is requested.
- The responsibility for assuring Council requirements are met belongs with the Developer/Consultant for civil project. If unclear of requirement, contact appropriate department. **Note:** Verbal approvals are not adequate; approval or consent must be in writing from Council.
- Council will make initial contact regarding the application within 5 working days. Please direct queries to Email: construction@melton.vic.gov.au
- Council's Principal Construction Supervisor reserves the right to reject the application if there are issues on site or requisite documentation is not received.
- Council's Principal Construction Supervisor will send a confirming calendar invite to relevant parties with civil pre-com date and time. Note: If you need other parties invited to meeting not on invite list, forward invite when received.