## Melton logo black.jpg**A thriving community where everyone belongs**

**CIVIL WORKS END OF DEFECTS LIABILITY PERIOD INSPECTION**

**Application Form**

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

|  |  |
| --- | --- |
| Description | Fill in required information below: |
| **Planning Permit Number (where applicable)** |  |
| **Project Name** |  |
| **Project Manager**   * **Contact Name** * **Phone # / Email Address** |  |
| **Superintendent**   * **Company and Contact Name** * **Phone # / Email Address** |  |
| **Contractor**   * **Company and Contact Name** * **Phone # / Email Address** |  |
| **Email addresses for meeting invitees**  *if not listed above* |  |
| **Date** |  |

This form shall form the basis of a written application to Council requesting a civil End of Defects Liability Period Inspection by the contractor or other representative.

A copy of the following documents *must be* provided to Council’s Infrastructure Planning team *before* a civil End of Defects Liability Period Inspection is scheduled by Council’s Principal Construction Supervisor:

|  |  |  |
| --- | --- | --- |
| **Information Required** | | |
| **Item** | **Date Approved/ Endorsed by Council** | **Provided (Yes, No or N/A)** |
| 1 | Copy of Civil Practical Completion letter |  |
| 2 | Photos of rectified works |  |

**Frequently Asked Questions:**

**How can I submit the documents to Council?**

* A copy of the Civil End of Defects Liability Period Inspection Application Form and Photos of rectified works must be submitted to:

email: [construction@melton.vic.gov.au](mailto:construction@melton.vic.gov.au).

* A copy of the civil Practical Completion letter must be submitted to:

email: [construction@melton.vic.gov.au](mailto:construction@melton.vic.gov.au).

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

* Council’s Principal Construction Supervisor will make initial contact regarding the application within 5 working days. Please direct queries to Email: [construction@melton.vic.gov.au](mailto: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 End of Defects Liability Period Inspection date and time. Note: If you need other parties invited to meeting not on invite list, forward invite when received.