

MELTON CITY COUNCIL

INFRASTRUCTURE PLANNING

CONSTRUCTION HOLD POINTS & WITNESS POINTS SUMMARY - SUBDIVISION

PA # _____ PROJECT _____ STAGE _____

CONSTRUCTION SUPERVISOR _____ MCC DEV ENGINEER _____ CONSULTANT/CO _____

CONTRACTOR/CO _____ CONTRACTOR MOBILE # _____ FOREMAN/SUPER _____

CHP: Council Hold Point; CWP: Council Witness Point

Stage	Requirement	Timing	Type	Date of Last Inspection <i>xx/xx/xx</i>	MCC CS Initials	Foreman or Super Initials	Comments <small>(E.g. Inspection outside 24 hr notice because of xx non-conformance)</small>
Pre-commencement	Pre-commencement meeting	Prior to works commencing	CHP				
Environmental Protection	Protection measures in place	Prior to other works commencing	CHP				
Traffic management	Vehicle/Pedestrian guidance in place	Prior to works commencing	CHP				
Site Safety	Safety measures in place	Prior to works commencing	CWP				
Grubbing and clearing	Tree protection fencing	After installation	CHP				
Drainage pipes	Foundation bed	Prior to laying of pipes	CWP				
	Levels, alignment, jointing and haunching	Prior to backfilling	CHP				

Stage	Requirement	Timing	Type	Date of Last Inspection <i>xx/xx/xx</i>	MCC CS Initials	Foreman or Super Initials	Comments <small>(E.g. Inspection outside 24 hr notice because of xx non-conformance)</small>
	Backfilling	After backfilling	CWP				
Pits and Structures	Formwork, bedding and reinforcement	Prior to pouring concrete	CHP				
	Backfilling	Prior to pavement	CHP				
Boxing	Road Formation	Prior to covering	CHP				
Stripping and /or base preparation	Placing filling on stripped areas	Prior to placing filling	CHP				
Subgrade improvement	Treatment of soft areas	Prior to backfilling	CHP				
Subgrade	Proof rolling, compaction test results, levels and shape	Prior to placement of pavement	CHP				
Capping layer	Proof rolling, test results, levels and shape	Prior to placement of pavement	CHP				
Agricultural drains	Levels and alignment	Prior to backfilling	CHP				
Road crossings	Levels and alignment	Prior to backfilling	CHP				
Sewer trench	Compaction test results	After backfilling	CWP				

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Base Course	Proof roll and compaction	Prior to placement of intermediate course	CHP				
Intermediate Course	Proof roll each layer	Prior to placement of subsequent layer	CHP				
Top Course	Proof roll and compaction	Prior to placement of asphalt/seal	CHP				
House drains	Levels and alignment	Prior to backfilling	CHP				
	Pipe connection at outlet	Prior to backfilling	CHP				
Culverts	Levels and alignment	Prior to placement	CHP				
Kerb and channel	Proof roll bedding	Prior to placement of kerb and channel	CHP				
	Alignment	Prior to pouring concrete	CHP				
	Backing up	Prior to placement of pavement	CHP				
Footpath/nature strip	Levels and alignment	Prior to backfilling	CHP				
Footpath	Bedding, alignment, reinforcement, jointing	Prior to pouring concrete	CHP				

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Vehicle crossings	Bedding, levels, reinforcement and dowels	Prior to pouring concrete	CHP				
Thresholds and islands	Bedding, levels, reinforcement and dowels	Prior to pouring concrete	CHP				
	Electricity pole installation	During installation	CWP				
Formation	Grading and levels	Prior to topsoiling	CHP				
Nature Strips	Grading and levels	Prior to topsoiling	CHP				
Seal	Sweeping, paper protection	Prior to placement of seal	CHP				
Asphalt	Depth, spread rate, temperature, compaction	During works	CHP				
Parking Bays Threshold	Formwork, reinforcement and jointing	Prior to pouring	CHP				
Bedding	Level and compaction	Prior to placing rock beaching	CHP				
Line-marking	Spotting out	Prior to line-marking	CHP				
Concrete curing	Curing method and application	During work	CWP				

CIVIL PRACTICAL COMPLETION INFORMATION

Stage	Requirement	Timing	Type	Date of PC	Council Construction Supervisor's signature
Quality, access and public safety	Practical completion inspection	Prior to consenting to Practical Completion Inspection Letter being issued.	CHP		Construction Supervisor signature:
NOTES (optional)					

Please return to IP Administrator at time of Practical Completion Inspection – signed and dated above.

Once PC paperwork processed and PC letter issued, IP Administrator will return to Construction Supervisor for inclusion in Project File.

COMMENCEMENT OF CIVIL DEFECT LIABILITY PERIOD INFORMATION

Stage	Requirement	Timing	Type	Date of Inspection	Council Construction Supervisor's signature
Quality, access and public safety	Commencement of Civil Defect Liability Period inspection	Prior to consenting to Commencement of Civil Defects liability period Letter being issued	CHP		Construction Supervisor signature:
NOTES (optional)					

Please signed and date above when site inspected.

Email Infrastructureplan@melton.vic.gov.au whether or not CCDLP letter can be issued and Retain this form in your project file.

END OF CIVIL DEFECT LIABILITY PERIOD INFORMATION

Stage	Requirement	Timing	Type	Date of Inspection	Council Construction Supervisor's signature
Quality, access and public safety	End of Civil Defects Liability Period	Prior to consenting to End of Civil Defects liability period Letter being issued	CHP		Construction Supervisor signature:
NOTES (optional)					

Please signed and date above when site inspected.

Email Infrastructureplan@melton.vic.gov.au whether or not ECDLP letter can be issued.

Return this form to IP Administrator for final processing **within 2 working days (or before ECDLP letter can go out?)**