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

**(Early) Bulk Earthworks Engineering Plans**

**FIRST SUBMISSION FORM**

|  |  |
| --- | --- |
| Description | Fill in required information below: |
| **Planning Permit Number –** PAXXXX/XXXX |  |
| **Estate or Project Name & Stage Number** |  |
| **Form submitted by (Consultant’s Name)** |  |
| **Company Name** |  |
| **Phone Number** |  |
| **Email Address** |  |

As outlined in Council’s **Engineering Design and Construction Manual (EDCM)**, this form is to be used for the first submission of (Early) Bulk Earthworks Engineering Plans.

All Bulk Earthworks submissions must be emailed to Infrastructureplan@melton.vic.gov.au. Incomplete submissions will delay the approval process. Queries may also be directed to email above.

**Notes:**

1. (Early) Bulk Earthworks Plans can only be submitted for review if the planning permit contains a condition to allow it;
2. The (Early) Bulk Earthworks first submission of plans can be emailed to Council only *after* the Functional Layout Plan for relevant stage has been stamped approved by Council; and
3. This form is *not* required for subsequent submissions. Refer to Council’s *(Early)* *Bulk Earthworks* *Engineering Plan Non-conformance letter* for resubmission requirements;

|  |
| --- |
| Information Required in First (Early) Bulk Earthworks Email Submission |
| 1. Completed **(Early) Bulk Earthworks Engineering Plan First Submission** Form
 |
| * **The email subject line must show:**
* Planning Application Number (PAXXXX/XXXX);
* Estate Name and Stage number and, or Project Name and address and
* Description of submission – e.g. ‘(Early) Bulk Earthworks Plans – First Submission’

 **Note:** No covering letter is required if the information is in the body of the email. |
| 1. **One PDF file of (Early) Bulk Earthworks Plan Drawings.** Amongst other things, clearly mark on the drawings:
2. Bulk Earthworks area;
3. Depth of filling;
4. Depth of cutting, as applicable; and
5. Location of stock piling, if not on the Environmental Management Plan (EMP).
 |