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

**Civil Works Pre-commencement Meeting**

**Application Form**

* **For Early Bulk Earthworks *and* Civil Works**

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

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|  |  |
| --- | --- |
|  | FILL IN BLANKS BELOW |
| **Planning Permit Number –** PAXXXX/XXXX |  |
| **Estate or Project Name and Stage #**  ***add bulk earthworks if relevant*** |  |
| **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**  *if not listed above* |  |
| **Date Form submitted** |  |

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)  *CEMP – Images of setup measures attached* |  |  |
| Endorsed Haulage Route  *To be included in TMP and CEMP* |  |  |
| Consent to work within a Road Reserve *WWRR* - *if working within existing road* |  |  |
| Authorised Traffic Management Plan (TMP)  *Mandatory unless other permission given by Traffic & Transport Team* |  |  |

**Sign form below and send, with documentation, to Email:** [**construction@melton.vic.gov.au**](mailto: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](mailto: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](mailto: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 [wwrr@melton.vic.gov.au](mailto:wwrr@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](mailto: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](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 pre-com date and time. Note: If you need other parties invited to meeting not on invite list, forward invite when received.