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

**DETAILED ENGINEERING PLAN (R&D)**

**FIRST SUBMISSION FORM**

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| 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 Detailed Engineering Plans (Road and Drainage).

**Note:**

1. The Detailed Engineering Plan first submission can be emailed to Council only *after* the Functional

Layout Plan for the stage has been formally approved by Council; and

1. This form is *not* required for subsequent submissions. Refer to Council’s *Engineering Plan*

*Non-conformance letter* for resubmission requirements.

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| Checklist of Information Required with  First Detailed Engineering Plan (R&D) Submission | | |
| **Check ✓ Provided information below** | **Description of Information** | **Consultant Comments**  e.g. *emailed to service authority* |
|  | 1. Completed **Detailed Engineering Plan First Submission** Form |  |
|  | 1. **Covering letter** to **Include:**  * Approved Planning Application Number (PAxxxx/xxxx) * Estate name and Stage number and, or Project/Address * Description of submission in subject line of letter |  |
|  | 1. **Detailed Engineering Plan Drawings** Set in PDF |  |
|  | 1. **Roads Information** separate PDFs 2. Mobility Plan 3. Geotechnical Report 4. Traffic Assessment Report 5. Pavement Design 6. Road Safety Design Audit Report  * If specified in the Planning Permit *continued …* |  |
| **Checklist of Information Required with**  **First Detailed Engineering Plan (R&D) Submission** *(continued)* | | |
| **Check ✓ Provided information below** | **Description of Information** | **Consultant Comments**  e.g. *emailed to service authority* |
|  | 1. **Drainage Information** separate PDFs 2. Stormwater Management Strategy 3. Catchment Plan and Computations for major and minor rainfall events 4. Melbourne Water Drainage Scheme (MWC) plans, as applicable. 5. WSUD – urban events design features: 6. Associated design files; and 7. Maintenance regime |  |
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| Associated Information Requiring Approval before Detailed Engineering Plans can be Approved |
| 1. **Civil Works Estimate:**  * Email PDF of estimate to [infrastructureplan@melton.vic.gov.au](mailto:infrastructureplan@melton.vic.gov.au)  1. **Service Authority Plans:** 2. Follow instruction on the webpage [Service Authority Applications Melton City Council](https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Engineering/Infrastructure-planning/Service-Authority-Applications) 3. Water main reticulation plans including the location and capacity (pressure and flow)   of fire hydrants and hydrant mains;   1. Sewer main reticulation plans; 2. Recycled water reticulation plans (where applicable); 3. Public Lighting plans (see Public Lighting Plan guidelines and submission form on webpage [Public lighting plans Melton City Council](https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Engineering/Infrastructure-planning/Service-Authority-Applications/Public-lighting-plans) and 4. Other relevant service plans.   Service Authority plans must be submitted in PDF format to [serviceauthority@melton.vic.gov.au](mailto:serviceauthority@melton.vic.gov.auS) separately   1. **Any other information requested by Council during approval process** |

City Infrastructure Planning

Melton City Council

Melton Civic Centre

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