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| **DESCRIPTION** | **FILL IN BLANKS BELOW** |
| Planning Permit Number – PAXXXX/XXXX |  |
| Estate or Project Name and Stage # |  |
| Developer – (include if inviting to PC)   * Company and Contact Names * Phone & and Email Address |  |
| Consultant –   * Company and Contact Names * Phone & and Email Address |  |
| Site Engineer –   * Company and Contact Names * Phone & and Email Address |  |
| Contractor –   * Company and Contact Names * Phone & and Email Address |  |
| Email Addresses for Civil PC Invite list  - If not listed above |  |
| Date - |  |

In line with Council’s Engineering Design and Construction Manual (EDCM), Section D, this form shall form the basis of a written application to Council requesting a Civil Practical Completion (PC) Inspection by the developer’s contractor or other representative.

**Before applying for a Civil PC Inspection, pre-walk throughs *must* occur:**

1. The Site Foreman should do a pre-walk through to note and rectify any issues on site.
2. The Consultant or Site Foreman should request a pre-walk through with Council’s Construction Supervisor (CS) for the project via email to the CS.
3. The CS will schedule pre-walk through with the Site Foreman and cite any outstanding civil works issues.
   1. If there are no issues, this form can be submitted for consideration.
   2. If there are issues, rectification must occur; see step 2 again.

***DO NOT*** *send in this form until the pre-walk throughs have occurred and the site deemed satisfactory.*

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| **INFORMATION REQUIRED** | **Date Approved by Council** | **Do you have a copy of documents to submit with this form?**  **Yes/ No/ Not Applicable & Reason** |
| **AS CONSTRUCTED Engineering Plans**   * PDFs * DWGs |  |  |
| **CCTV Footage for House Drains / Legal Point of Discharge**  labelled as Street name – Lot XX  *(Required prior to PC Inspection)* |  |  |
| **Compaction Test Results** |  |  |
| **Fill Report** |  |  |
| **Asset Spec Information**   * R-Spec * D-Spec |  | *Confirmation notification that these have been sent to ACDC Portal or* [*assetspecs@melton.vic.gov.au*](mailto:assetspecs@melton.vic.gov.au) |
| **Service Authority Plans**   * Public Lighting * Water * Sewer |  |  |
| **Supervision Fees and Bonds**   * Receipt of Payment |  | *Remittance receipt – all fees and bonds are to be paid before PC Inspection letter is issued.* |

# Sign form below and send 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: \_

PLEASE SEE FREQUENTLY ASKED QUESTIONS on page 3 for other information relevant to Civil Practical Completion Inspection.

**Other Notes:**

## FREQUENTLY ASKED QUESTIONS:

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

* This form must *NOT BE SUBMITTED* whilst approvals and relevant endorsements from Council are still in-progress. If this form is submitted prematurely, a new form will need to be resubmitted once requirements have been met.
* Council’s Coordinator Construction Supervision reserves the right to reject the application if there are issues on site or requisite documentation is not received.
* Attach all relevant approval, consent, authorisation or endorsement letters and documents to email submission of application form.
* All conditions specified on the planning permit required for the Civil PC Inspection must be met before the inspection is requested.
* The responsibility for assuring Council requirements is met belongs with the Developer/Consultant for civil project. If unclear of requirements, contact the appropriate Council 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 Construction Support Officer will send a confirming calendar invite to relevant parties with civil PC date and time. **Note:** If you need other parties invited to meeting not on invite list, forward invite when received.
* The Coordinator Construction & Landscape Supervision has the right to suspend or cancel the PC inspection where works are found to be below acceptable standards or cited corrective works total more than 10 items. In that case, remedial works must be undertaken and another pre-walk through requested by contacting the Construction Supervisor for the project.
* ASPEC data, if required by Planning Permit, must be submitted and *verified* by Council’s GIS Team *prior* to the Statement of Compliance being issued. Send data to [assetspecs@melton.vic.gov.au](mailto:assetspecs@melton.vic.gov.au)