



City of
Whittlesea

**Infrastructure
Protection Unit
Information Pack**

Phone: 9217 2170

Email: ip@whittlesea.vic.gov



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Introduction:

The Infrastructure Protection Unit manage the surveillance of Commercial, Industrial & Multi – dwelling developments within the City of Whittlesea in accordance with the Planning permit, Infrastructure Protection process and other relevant Council policies, procedures and associated acts.

Our team have a strong focus on assisting and educating developers/builders to comply with relevant Council requirements, resulting in a safer community, a reduction in asset damage and a friendlier process for our building community to follow.

The Infrastructure Protection process creates an easy system for developers/builders and a main point of contact with our Infrastructure Support Officers for continuous support and education throughout the construction of your development.

Please read through the information within this pack and submit relevant documentation to request a pre- commencement meeting and asset inspection prior to commencement of your development.

Should you require any further assistance or information please contact us on the details below.

P | 9217 2170

E | ip@whittlesea.vic.gov.au



Infrastructure Protection Process

Step 1

- Developer/contractor to submit relevant documentation to Council with a request for a Pre Commencement/Asset Inspection (DLAP)
- Council will process your application allocating your documentation and request to the program area officer once all information is received.

Step 2

- Once documentation is reviewed and approved an on site meeting with the Developer/Builder will be scheduled with the relevant Council officer and a Infrastructure Protection Permit will be issued.
- At the Asset inspection/Pre commencement meeting it would be expected/required that all Site/Environmental/Traffic Management are in place on site for inspection and sign off prior to allowing works to commence.

Step 3

- Throughout the build, routine inspections will be conducted by the responsible officer and any non compliance enquiries will be raised with the site foremen/person in charge
- Any works within the road reserve must be applied for by the developer/contractor using the IPU form found in this information pack - applications must be submitted to ip@whittlesea.vic.gov.au with an appropriate TMP or request for use of the Council TMPs.

Step 4

- Prior to occupancy, the builder will need to request a final inspection from Council to check Council assets and sign off on the development in accordance with the endorsed plans. Any damaged assets will be required to be reinstated prior to final sign off of the site. Failure to request an inspection will result in no bond return or no issue of SOC.

As a part of this process there is a fee associated with your Infrastructure Protection Permit. This fee structure is shown on the back of the application form within this package and covers all asset inspections, meetings, routine inspections, works in road reserve approvals/inspections, plan reviews, administration costs etc.

Further details regarding fees, invoicing and the IPU process can be explained further to you at the pre- commencement meeting held by your relevant Council Officer. In the meantime, please do not hesitate to call if you have any concerns or questions regarding this process or relevant fees.

Infrastructure Protection Permit

APPLICATION FORM

Please complete and return this form:

IN PERSON AT:

25 Ferres Boulevard, South Morang

VIA EMAIL TO:

ip@whittlesea.vic.gov.au

VIA POST TO:

Locked Bag 1, Bundoora MDC VIC 3083

Developer/Planning Permit Holder Details

Name:	Phone:
Address:	
Email:	

Builder Details (Responsible of site)

Company Name:	Phone:
Company Address:	
Contact person:	Phone:
Email:	

Development Site Details

Planning Permit Address:	
Planning permit no.	Building Permit no.
Estimated start date:	Estimated Occupancy date:

Development Type

<input type="checkbox"/> Industrial Warehouse	<input type="checkbox"/> Dual Occupancy
<input type="checkbox"/> Commercial	<input type="checkbox"/> Mixed Use Development
<input type="checkbox"/> Multi – Unit	<input type="checkbox"/> Other

Additional Information to be submitted with this form

<input type="checkbox"/> Planning Permit	<input type="checkbox"/> Building permit
<input type="checkbox"/> Endorsed Plans	<input type="checkbox"/> Site/Environmental Management Plan
<input type="checkbox"/> Approved Internal Drainage Plan	<input type="checkbox"/> Construction Management Plan

***Please do not send payment with this application form. An invoice for the fee will be forwarded to you once your application has been processed.**

The Infrastructure Protection Permit is valid for the duration of the development in which it is issued to. Addition approvals may incur an additional permit and/or fee.

For further information or assistance please contact the Infrastructure Protection Unit on:

Phone: 9217 2170

Email: ip@whittlesea.vic.gov.au

NEXT STEPS

- You will be sent an invoice for the Infrastructure Protection Permit fee, as per the fee schedule below. Once Payment has been made a Council Officer will contact you to arrange a pre – commencement meeting/ asset inspection and will issue the applicant with an Infrastructure Protection Permit.

TABLE 1 – INFRASTRUCTURE (ASSET) PROTECTION FEE SCHEDULE

MULTI DWELLING 6+, INDUSTRIAL & COMMERCIAL DEVELOPMENTS		APPLICABLE FEES
LOWER LIMIT	UPPER LIMIT	
\$500,000	\$1,000,000	\$2,221.80
\$1,000,001	\$2,500,000	\$3,188.35
\$2,500,001	\$5,000,000	\$5,539.80
\$5,000,001	\$7,500,000	\$9,459.45
\$7,500,001	\$10,000,000	\$13,378.05
\$10,000,001	\$15,000,000	\$22,303.05
\$15,000,001	\$20,000,000	\$25,091.85
\$20,000,001	\$25,000,000	\$27,880.65
\$25,000,001	\$30,000,000	\$30,668.40
\$30,000,001	\$35,000,000	\$33,457.20
\$35,000,001	\$40,000,000	\$36,246.00
\$40,000,001	\$45,000,000	\$39,034.80
\$45,000,001	\$50,000,000	\$41,822.55
\$50,000,001+		\$44,611.35

The above Fee Schedule will apply to each individual site and can only be determine by the amount listed as the total project cost on the submitted Building Permit.

TABLE 2 – INFRASTRUCTURE (ASSET) PROTECTION FEE SCHEDULE

MULTI DWELLING DEVELOPMENT BETWEEN 2 - 5	APPLICABLE FEES
	\$943.60

FOR YOUR INFORMATION

Council Nature Strip Tree Removal:

In the case that a Council nature strip tree is either;

- a) Damaged during the construction period
- b) Less than the approved minimum clearances noted on the Standard Drawings

A tree recovery cost will require payment in addition to the Infrastructure Protection Permit. The responsible Council Officer will provide further details pending relevant approvals.

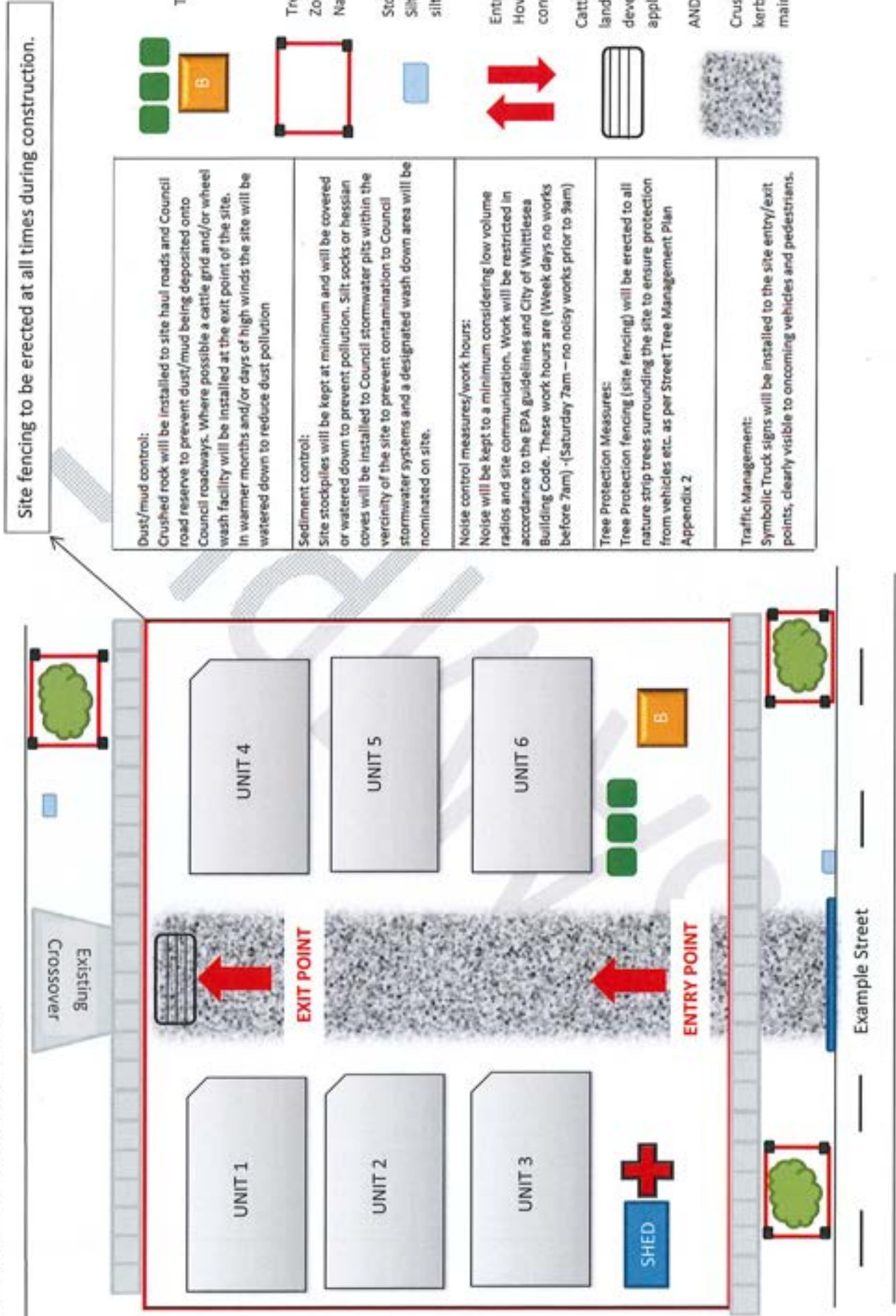
Hoarding Applications:







Should a development site require a Hoarding Permit, an additional application will need to be made incurring an additional fee. The responsible Council Officer will provide you with the relevant forms and information should you require it.

Site/Environmental Management Plan ; Example

SITE ADDRESS

BUILDERS COMPANY NAME



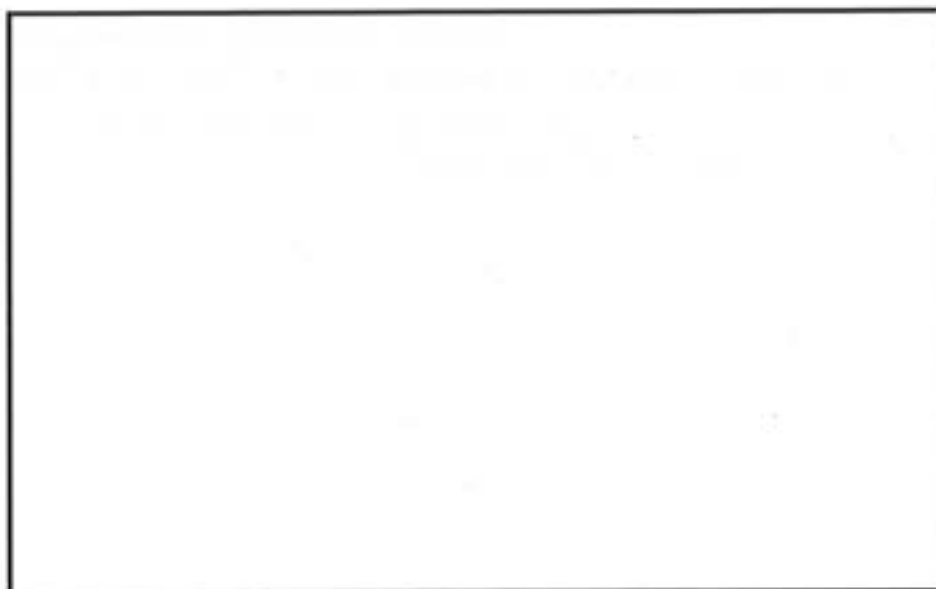
<p>Dust/mud control: Crushed rock will be installed to site haul roads and Council road reserve to prevent dust/mud being deposited onto Council roadways. Where possible a cattle grid and/or wheel wash facility will be installed at the exit point of the site. In warmer months and/or days of high winds the site will be watered down to reduce dust pollution</p>	<p>Toilets & Bins</p> 
<p>Sediment control: Site stockpiles will be kept at minimum and will be covered or watered down to prevent pollution. Silt socks or hessian covers will be installed to Council stormwater pits within the vicinity of the site to prevent contamination to Council stormwater systems and a designated wash down area will be nominated on site.</p>	<p>Tree Protection Zone; Around Nature strip trees</p> 
<p>Noise control measures/work hours: Noise will be kept to a minimum considering low volume radios and site communication. Work will be restricted in accordance to the EPA guidelines and City of Whittlesea Building Code. These work hours are (Week days no works before 7am) - (Saturday 7am - no noisy works prior to 9am)</p>	<p>Storm water pits; Silt control measures i.e. silt socks</p> 
<p>Tree Protection Measures: Tree Protection fencing (site fencing) will be erected to all nature strip trees surrounding the site to ensure protection from vehicles etc. as per Street Tree Management Plan Appendix 2</p>	<p>Entry/Exit Points; How mud/dust will be controlled?</p> 
<p>Traffic Management: Symbolic Truck signs will be installed to the site entry/exit points, clearly visible to oncoming vehicles and pedestrians.</p>	<p>Cattle grids in place until landscaping stage of development. (if applicable)</p> 
	<p>AND/OR</p> <p>Crush rock, with pipe in kerb for drainage. To be maintained daily.</p> 

Construction Management Plan Template

Planning Permit Number:

Date Planning Permit Issued:

Approval Stamp (Office Use only):

A large, empty rectangular box with a black border, intended for an approval stamp. The box is currently blank.

Project details

Company Operational Details
Directors Name
Company Name
Company Business Address
Company Contact Number

Contact details of person responsible for compliance with CMP

Name
Contact Number
After Hours Contact Number

Contact person in control of site

Name
Contact Number
After Hours Contact Number

Construction works

Is construction in stages? Yes No

If Yes, give detail

Demolition;
Excavations;
Construction;

The above details are required to be erected on the front of the site in a publically visible location.

Is your Company in control of the site during this stage of work? Yes No

If you answered **NO** only the Company in control of the site may complete and sign for responsibility of the CMP.

I have due authorization and delegation to sign this CMP on behalf of the Company listed above and take responsibility for ensuring compliance with our commitment specified herein, the Local Government Act 1989, Asset Protection Local Law and any other relevant legislation.

Signed Dated.....

Noise

General Matters	Measures to be Implemented	Further Information
<p>Noise associated with machinery</p>		<p><i>Refer to Council's Infrastructure Protection Unit</i></p>
<p>Noise associated with voices, workers and radios etc.</p>		<p><i>Refer to Council's Infrastructure Protection Unit</i></p>

Attach any additional documents as Appendix A



Construction Times

(acknowledge as relevant to the development context listed below)

Development Type	Details	Acknowledgement	Details
Residential	<p>The Residential Noise Regulations prohibits the use of tools during the following times:</p> <ul style="list-style-type: none"> Monday to Friday before 7.00am and after 8.00pm; and Weekends and public holidays before 9.00am and after 8.00pm. <p>A Planning Permit for a residential construction site may also include conditions controlling construction hours. A request to vary these hours must be made to Council's Statutory Planning Department at least 10 days prior to carrying out the relevant activity.</p>	<p>I acknowledge that a request to vary the construction hours specified within the conditions of a Planning Permit on a residential construction site must be made to Council's IPU, Department at least 10 days prior to carrying out the relevant activity:</p> <p>Signed:</p> <p>Dated:</p>	<i>Refer to Council Infrastructure Protection Unit</i>
Large Scale Residential	<p>The EPA regulations can exempt some types of large scale residential premises under construction from application of the items and times under the Residential Noise Regulations.</p>	<p>I acknowledge that Council's IPU must be notified if an exemption has been obtained from the EPA, or approved by Council</p> <p>Signed:</p>	<i>Refer to Council'</i>

Development Type	Details	Acknowledgement	How to Seek Variation
Commercial	<p>Commercial construction sites are controlled through Council's infrastructure Protection Unit. Unless with IPU approval a person must not carry out non-residential building work on:</p> <ul style="list-style-type: none"> A public holiday; Between 5.00pm on Friday and 8.00am the next day; Between 5.00pm on Saturday and 7.00am the following Monday; and Between 6.30pm on any Monday, Tuesday, Wednesday or Thursday and 7am the next day. 	<p>I acknowledge that consent is required from Council's IPU, Department to undertake construction and/or deliveries outside of those times stated:</p> <p>Signed:</p> <p>Dated:</p>	<i>Refer to Council Infrastructure Protection Unit</i>


Airborne Dust

General Matters	Measures to be Implemented	Further Information
Airborne dust		Refer to Council Infrastructure Protection Unit

Attach any additional documents as Appendix B

Stormwater and Sediment Control

General Matters	Measures to be Implemented	Further Information
Stormwater and sediment laden runoff along roads, drains and footpaths etc.		Refer to Council Infrastructure Protection Unit

 Attach any additional documents as Appendix C

Removal of Hazardous Material

General Matters	Measures to be Implemented	Further Information
<p>Removal of hazardous or dangerous materials from the site (as applicable)</p>		<p><i>Refer to Council's Infrastructure Protection Unit</i></p>
<p>Removal of asbestos from the site (as applicable)</p>		<p><i>Refer to Council's Infrastructure Protection Unit</i></p>

Attach any additional documents as Appendix D



Protection of Council Assets (streets, footpaths, laneways and reserves)

Matters for Consideration	Details	Acknowledgement	Further Information
Protection of Council assets (streets, footpaths, laneways and reserves) (as applicable)	<p>- Council's 'Protection of Council Assets and Control of Commercial Sites deals with protection of Council Assets.</p> <p>A builder or developer must not commence or allow or authorize anyone else to commence building work on the subject land unless notice is given to Council in accordance with Planning Permit Conditions. Notice must be given to Council before building work commences.</p>	<p>I acknowledge that I must not commence or allow or authorize anyone else to commence building work on the subject land unless notice is given to Council in accordance with the Planning Permit.</p> <p>Signed:</p> <p>Dated:</p>	<p><i>Refer to Councils Infrastructure</i></p> <p><i>Protection Unit</i></p>
	<p>- Prior to commencement of any works within the road reserve or on the site, the builder or developer must submit any application for a new vehicular alteration to an existing crossover proposal for assessment and approval by Council's IPU department.</p>	<p>I acknowledge that I must obtain the relevant approvals from Council's IPU Department:</p> <p>Signed:</p> <p>Dated:</p>	

Building Waste on Public Land (streets, footpaths, laneways and reserves)

General Matters	Details	Acknowledgement	Further Information
<p>Building waste on public land (streets, footpaths, laneways and reserves) (as applicable)</p>	<p>- Under Council's Building Code a permit must be obtained before a skip or large waste bin is placed on a road or on any land owned or managed by the Council. Placing a skip on Council land, including a road reserve, requires approval from Council's Local Law Department.</p>	<p>I acknowledge that a permit must be obtained from Council's Local Laws Department before a skip or large waste bin is placed on a road or on any land owned or managed by the Council:</p> <p>Signed:</p> <p>Dated</p>	<p><i>Refer to Council Infrastructure Protection Unit</i></p>

Onsite Building Waste (rubbish, debris and unsightly sites)

Matters for Consideration	Details	Further Information
<p>Details to be provided of measures to mitigate the effect of onsite building waste to ensure local amenity is protected</p>		<p><i>Refer to Council Infrastructure Protection Unit</i></p>


<p>Details to be provided of measures to ensure that materials stored on the site are adequately secured to prevent unnecessary and unsightly dispersal of the materials around the site and public areas (streets, laneways, footpaths and reserves)</p>	<p><i>Refer to Council's Infrastructure Protection Unit</i></p>
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Attach any additional documents as Appendix E



Traffic Management

Matters for Consideration	Details	Further Information
<p>Details to be provided of the extent to which works will potentially affect pedestrian and cycling access around the site, as well as traffic on adjoining roads. This may include the location of cranes, hoardings, perimeter fencing, storage areas, hoisting zones and site sheds</p>		<p><i>Refer to Council Infrastructure Protection Unit</i></p>
<p>Details to be provided of the management of construction vehicles accessing and leaving the site to prevent queuing on roads and unnecessary disruption to traffic</p>		<p><i>Refer to Council Infrastructure Protection Unit</i></p>

 *Attach any additional documents as Appendix F*

<p>A Traffic Management Plan (TMP) may be required where there are specific access issues that need to be addressed. The CMP condition on the Planning Permit will identify any such requirement. The TMP should be attached as an appendix document to the CMP</p>	<p><i>Refer to Council Infrastructure Protection Unit</i></p>
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Attach any additional documents as Appendix G



Road, Lane Closures and Mobile Cranes on Council Land

General Matters	Details	Acknowledgement	Further Information
<p>Road / lane closures, cranes and gantries located on Council land. (as applicable)</p>	<ul style="list-style-type: none"> - A traffic management plan is required from Council's Traffic and Transport Department to occupy an area of road for loading or delivery of building materials. - An occupancy Permit is required from Council's Traffic and Transport Department to establish a work area for plant and equipment on a road reserve or if any works are to be carried out within a Council controlled road reserve. - Approval is required from Council's IPU Department to use mobile cranes or travel towers, locate skip bins, site sheds and building materials or similar on Council controlled land. - A permit may also be required from Council's Building Department to locate a building hoarding, gantry or similar structure on Council controlled land. 	<p>I acknowledge that I must obtain the relevant permits from Council's Traffic and Transport, Local Law, IPU and Building Departments:</p> <p>Signed:</p> <p>Dated:</p>	<p><i>Refer to Council's Infrastructure Protection Unit</i></p>

Tradesperson Vehicle Parking

General Matters	Details	Further Information
<p>Details (including a map if applicable) are to be provided of where tradespeople will park during the development phase. The first preference is for this to occur within the subject site, including within any basement levels of the development (if applicable)</p>		<p><i>Refer to Council's Infrastructure Protection Unit</i></p>

 Attach any additional documents as Appendix H

General Matters	Details	Acknowledgement	Further Information
<p>Tradesperson parking permits</p>	<ul style="list-style-type: none"> - Tradesperson parking permits can be issued for both small-scale renovations and large-scale developments. - If the development is occurring in a residential area, these permits are only issued for a maximum of 4 weeks and charged an applicable rate per bay, per week. - If the development is occurring in a commercial area, permits may be issued for parking bays and charged at an applicable rate per bay, per day. 	<p>I acknowledge that I must obtain the relevant permits from Council's Traffic and Transport Department:</p> <p>Signed</p> <p>Dated:</p>	<p><i>Refer to Council's Infrastructure Protection Unit</i></p>

Heavy Vehicle Movements

General Matters	Details	Acknowledgement	Further Information
Movement of heavy vehicles to and from the construction Site.	<ul style="list-style-type: none"> - The National Heavy Vehicle Regulator (NHVR) is a national body which deals with the regulation of all vehicles over 4.5 tonnes gross vehicle mass. - The NHVR also coordinates road access permits for heavy vehicles. New permits or renewal of an existing permit should be made directly to NHVR. Any application made to the NHVR for consent for large vehicles will be reviewed and approved by Council's Traffic Management Department. - A Traffic Management Plan (TMP) may be required where there are specific issues relating to heavy vehicle movements and truck routes which that need to be addressed. The CMP condition on the Planning Permit will identify any such requirement. The TMP should be attached as an appendix of the CMP, approved by IPU 	<p>I acknowledge that I must obtain the relevant consent from the National Heavy Vehicle Regulator and any consent for large vehicles must be submitted to Council's Traffic Management Department:</p> <p>Signed:</p> <p>Dated:</p>	<i>Refer to Council's Infrastructure Protection Unit</i>

Attach any additional documents as Appendix G

Trees



General Matters	Details	Acknowledgement	Further Information
Any specific Planning Permit conditions relating to the retention and protection of vegetation on the site or neighbouring properties must be met (as applicable)	<ul style="list-style-type: none"> - Permit Condition - Arborist Report - Tree Management Plan 	<p>I acknowledge any planning permit conditions relating to the removal of trees from the subject site:</p> <p>Signed:</p> <p>Dated:</p>	<i>Refer to Council's Infrastructure Protection Unit</i>

General Matters	Details	Acknowledgement	Further Information
<p>Trees to be retained or protected under the Council's Local Law may apply to</p> <p>Remove a significant or 'canopy' tree or to carry out works within the structural root zone or to prune a 'significant' tree (as applicable)</p>	<p><i>All trees retained are to be Protected at its drip line in Accordance with council's policy</i></p> <p>All trees to be removed must be Be in accordance with council's Policy and planning permit Conditions.</p>	<p>I acknowledge that permission to remove trees from the subject site must be obtained in accordance with Council's Planning Permit.</p> <p>Signed:</p> <p>Dated:</p>	<p><i>Refer to Council's Infrastructure Protection Unit</i></p>

<p>A Tree Management Plan may be required where specific requirements to protect trees are present and will be specified in a Tree Management Plan approved as part of the Planning Permit. Any Tree Management Plan should be attached as Appendix I to the CMP submitted for approval</p>	<p><i>Refer to Council</i></p>
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 *Attach any additional documents as Appendix I*

Infrastructure Protection Works in Road Reserve Application Form



City of
Whittlesea

Date: _____

Builder Details (Responsible of site)	
Company Name:	Phone:
Contact person:	Phone:
Email:	
Site address:	Planning Permit no.

Works in Road Reserve required for:		
<input type="checkbox"/> Crossover construction	<input type="checkbox"/> Footpath construction/repair	<input type="checkbox"/> Road modification
<input type="checkbox"/> Storm water connection	<input type="checkbox"/> Water connection	<input type="checkbox"/> Other
<input type="checkbox"/> Gas connection	<input type="checkbox"/> Power connection	

Please attach a plan to this application demonstrating the proposed works inclusive of the works location, site management and supporting documents.

Please tick all assets affected or within 1 meter of the proposed works:		
<input type="checkbox"/> Footpath/Kerb	<input type="checkbox"/> Neighbouring crossover	<input type="checkbox"/> Light Pole
<input type="checkbox"/> Storm water pit	<input type="checkbox"/> Hydrant	<input type="checkbox"/> Electrical Pit/Box
<input type="checkbox"/> Concrete Laneway	<input type="checkbox"/> Asphalt/Road	<input type="checkbox"/> Nature Strip Tree
<input type="checkbox"/> Sewer Pit	<input type="checkbox"/> Other	

This application is required to be submitted to the Infrastructure Protection Unit at least 14 Days prior to the proposed works to avoid delays.

The relevant Council Officer will assess the submitted documentation and site conditions following your application. Should your application be approved, prior to pour inspections of all Council's assets will be required, and must be booked at least 48 hours in advance to avoid delays.

Traffic Management must be erected as per a Council approved plans for the duration of the works or as advised by the relevant Council Officer. Council may be able to assist in providing a pre-approved plan depending on the works proposed.

Applications can be sent to Council via our direct email; ip@whittlesea.vic.gov.au, in person at 25 Ferres Blvd, South Morang or via post; Locked bag 1, BUNDOORA MDC 3083

Council Offices
25 Ferres Boulevard
South Morang VIC 3752

Locked Bag 1
Bundoora MDC VIC 3083

Tel 03 9217 2170
Fax 03 9217 2111
TTY 133 677 (ask for 9217 2170)
Email info@whittlesea.vic.gov.au
www.whittlesea.vic.gov.au

Free Telephone Interpreter Service

عربي	9679 9871	Hrvatski	9679 9872
فارسی	9679 9857	Ελληνικά	9679 9873
Italiano	9679 9874	Türkçe	9679 9877
Македонски	9679 9875	Viet-ngữ	9679 9878
普通话	9679 9876	Other	9679 9879



Infrastructure Protection Commercial/ Industrial Works

PRE-COMMENCEMENT MEETING

Project Name:

Attendees: Council Rep:
 Contractor:
Contractor's Rep:
Contact Ph. No.:

Meeting Date:

Permit Conditions

↓ Traffic Management Plan	Approved?	Y
↓ Site Management Plan	Approved?	Y
↓ Environmental Management Plan	Approved?	Y
↓ Construction Plans (drainage)	Approved?	Y

COMMENTS

Pre Commencement meeting conducted on site.

The following items were discussed and agreed upon prior to commencement of works:

Prior to commencement:

- For works to commence the following items must be actioned:
 - All Environmental controls such as; Silt control (Stormwater), TPZ's as per planning permit., Nature strip Tree's to be protected by Temporary Fencing, Site fencing, and the installation of crush rock to approved entry/exit points and must be in place on site.
 - Traffic Management Signage must be approved and in place on site.
 - All prior to commencement conditions of the planning permit are satisfied.
 - Re-submission of the CMP/SMP/EMP must be approved.
 - Payment of Infrastructure Protection Fees
- The Council officer will conduct and provide a copy of a Dilapidation report on all existing Council assets surrounding the site. Any damage not recorded on the Dilapidation report will require reinstatement at the completion of the development.

- Please ensure all staff is familiar with the Planning Permit conditions in relation to this site
- Please ensure Site Management Plan is displayed within site sheds for reference

During construction:

- Works hours are to be in accordance with EPA Guidelines, any potential deviation to these hours must be approved by Council. 7am Monday – Friday, 7am with no noisy works until 9am on Saturday. Sunday works must be approved by Council.
- Council will require resubmission of Site/Environmental management plans prior to any change to the site set up previously approved. Please allow 7 – 10 working days for review.
- Council officer; is to be notified prior to any works within Council's road reserve - appropriate Traffic Management must be approved and displayed on site during construction period.
Please note: Notification/approval of works within Council's Road reserve such as; crossovers, stormwater and utility works are required to be submitted minimum 10 working days prior to the scheduled commencement of works. This allows ample notice to arrange Traffic Management approvals, Tree Removal process' etc. Notification/booking of pre pour inspections will require minimum 48 hours' notice.
- The planning permit holder is responsible for all trades engaged to attend their site, this is including utility companies that have been requested for the installation of water, electricity, gas etc.
Reinstatements are to be inspected by the appropriate Council officer "prior to pour", these inspections are to be arranged through the site developer. If reinstatement is conducted without inspection the site developer will be held responsible for the reinstatement of any works to the satisfaction of Council. Unapproved reinstatements can hold up Statement Of Compliance issue and is in breach of the Infrastructure Protection Permit.
- Entry/Exit points and roads are to be regularly cleaned and maintained within 2 hours or less if required by the responsible authority.
- Dust/Mud prevention must be a priority during the construction period of this development. Site foremen are required to monitor the conditions and ensure preventative measures are put in place at all times. E.g. Dust is to be watered down, stockpiles protected with silt control, mud removed by sweepers, cattle grid maintenance etc.
- Site fencing must be maintained surrounding the site boundaries at all times throughout the construction period. The site must be deemed safe and secure.
- Nature strip trees surrounding the site (IF REQUIRED) will be noted for removal and submitted to Council's Parks and Open Space department for approval/removal. The Parks & Open Space Department will provide a cost for the replacement of the trees in a new location within the nature strip or elsewhere in the municipality (this is an additional fee to IPU's Infrastructure Protection fees).
- A hoarding will be required IF the development requires the use of Council assets for more than 5 working days. A hording permit will need to be obtained prior to commencing works within Council's Road reserve – this is an additional fee that will not be covered under the Infrastructure Protection Permit fees. Please contact your Council officer prior to submitting an application to see what options are available to you.

Prior to the use of the development:

- A final inspection of all Council assets will be required at the completion of works – please ensure your Council officer is notified 48hours prior to the required inspection date.
- The use of the development is not permitted unless all works are completed in accordance with the endorsed plans and to Council requirements/satisfaction.
- As Constructed drawings at the completion of the development are required prior to final inspection and/or Statement of Compliance issue. (external assets within the road reserve – if applicable)
- ITP's must be completed and signed off by both the contractor and inspecting Council officer

General notes/actions:

The Council officer will be available Monday - Friday between the hours of 7am - 4pm if you require any further assistance or information.

Kind regards,

Council officer | Infrastructure Protection
City of Whittlesea

T 03 9401 0532 | M 0437 *** 895

Council Offices: 25 Ferres Boulevard, South Morang VIC 3752

Please sign below if you agree that the above items were discussed and agreed to on site, then return to the responsible Council Officer.

Signed:Date:.....



NOTICE TO COMPLY

Company name
ADDRESS
SUBURB >POSTCODE

Date:
Site address:

NOTICE:

Company Name is currently in breach of planning permit (planning number) and the associated conditions/documents listed below:

- Planning permit condition 10: During the construction phase, a truck wheel washing facility or similar device must be installed and used to the satisfaction of the Responsible Authority so that vehicles leaving the site do not deposit mud or other materials on roadways. Any mud or other materials deposited on roadways as a result of construction works on the site must be cleaned to the satisfaction of the Responsible Authority within two hours of it being deposited.
- Planning permit condition 13: The permit holder shall be responsible to meet all costs associated with reinstatement and/or alterations to Council or other Public Authority assets deemed necessary by such Authorities as a result of the development. The permit holder shall be responsible for obtaining prior specific written approval for any works involving the alteration of Council or other Public Authority assets.
- Planning permit condition 15: Vehicular access to the site must be by way of a vehicle crossing constructed in accordance with Council's Vehicle Crossing Specifications to suit the proposed driveway(s) and the vehicles that will be using the crossing(s). The location, design, and construction of the vehicle crossing(s) must be approved by the Responsible Authority. Any existing unused or redundant crossing(s) must be removed and replaced with concrete kerb, channel and nature strip to the satisfaction of the Responsible Authority. All vehicle crossing works are to be carried out with Council supervision under a Road Opening Permit.

Failure to comply with this Notice may lead to prosecution, suspension or cancellation of any relevant permit. Please comply with the directions in this Notice or provide written advice to Council why the permit should not be suspended or cancelled.

The items listed on this notice are required to be actioned by no later than:
Wednesday 13 June 2018

Regards,

Council Officer
City of Whittlesea

Evaluation Form Infrastructure Protection



Details:

Site address:	
Name:	
Council Officer:	

Your feedback is vital in assisting the Infrastructure Protection Unit to provide a quality service. We would appreciate your feedback, comments or suggestions about your experience with City of Whittlesea Infrastructure Protection Team.

	Poor					Excellent				
1. Were Officers available for inspections within a reasonable time frame?	1	2	3	4	5					
2. Was the information pack provided clear and easy to understand?	1	2	3	4	5					
3. Did the information provided to you at the pre-commencement meeting assist you with Council processes?	1	2	3	4	5					
4. Did Council assist in explaining the Planning Permit requirements?	1	2	3	4	5					
5. How do you rate your associated Council Officer's customer service/knowledge of Council process'?	1	2	3	4	5					

How did you find out about us?

<input type="checkbox"/> Planning Permit	<input type="checkbox"/> Council Website	<input type="checkbox"/> Council Officer
<input type="checkbox"/> Planning Department	<input type="checkbox"/> Building Department	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Civil approval letter	<input type="checkbox"/> Other	

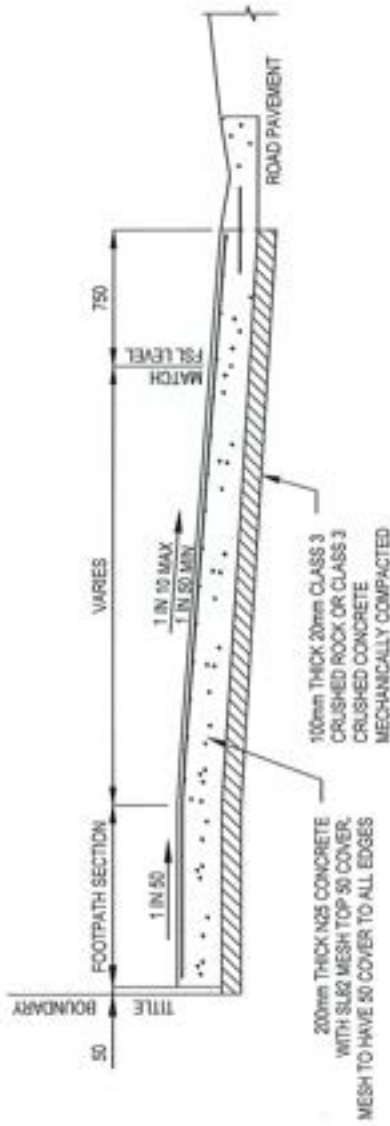
Please provide any addition feedback below:

Council Offices
25 Ferres Boulevard
South Morang VIC 3752
Locked Bag 1
Bundoora MDC VIC 3083
ABN 72 431 091 058

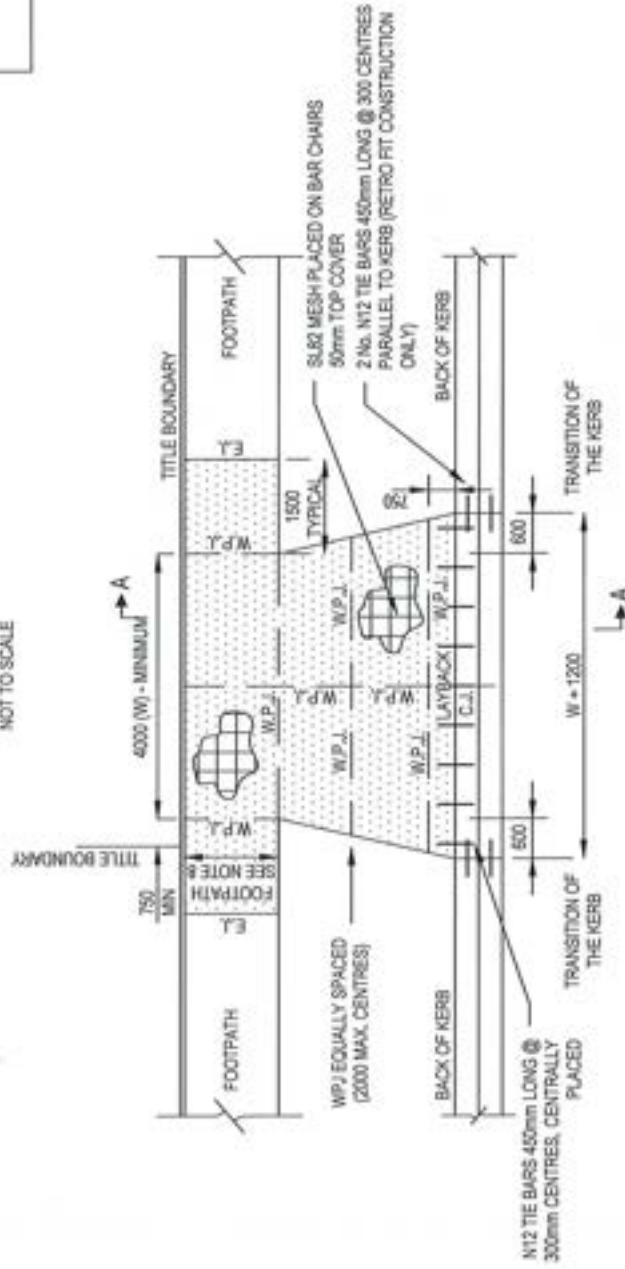
Tel 03 9217 2170
Fax 03 9217 2111
TTY 133 677 (ask for 9217 2170)
Email info@whittlesea.vic.gov.au
www.whittlesea.vic.gov.au

Free Telephone Interpreter Service

عربي	9679 9871	Hrvatski	9679 9872
廣東話	9679 9857	Ελληνικά	9679 9873
Italiano	9679 9874	Türkçe	9679 9877
Македонски	9679 9875	Việt-ngữ	9679 9878
普通话	9679 9876	Other	9679 9879



SECTION A-A
NOT TO SCALE



PLAN
NOT TO SCALE

REFER FIGURE EDCM01 FOR JOINTING DETAILS
W/P.J. = WEARMENED PLANE JOINT
E.J. = EXPANSION JOINT
C.J. = CONSTRUCTION JOINT

TABLE 1: MINIMUM CLEARANCES

BETWEEN CROSSOVERS	7 METRES AT KERB
DRAINAGE PITS	0.75 METRES (WITHIN 0.75m - INSTALL CLASS D PIT LID)
TRAFFIC MANAGEMENT DEVICES	1 METRE
UTILITY SERVICE ASSETS	1 METRE
STREET LIGHT	1 METRE
INTERSECTIONS	8 METRES FROM TANGENT POINT AND CLEAR OF SPLITTER ISLANDS
PRAM CROSSING	2 METRES AT KERB
TREES	2.5 METRES
FIRE HYDRANT	1 METRE
LEGAL POINT OF DISCHARGE	1 METRE

NOTES:

- NO BULLNOSE IN THE INVERT OF KERB.
- CONCRETE TO BE LIGHT BROOM FINISH WITH EDGES AND JOINTS NEATLY TOOLED AFTER THE BROOM IS APPLIED.
- ALL FINISHED SURFACES TO COMPLY WITH AS 4586 - SLIP RESISTANT CLASSIFICATION OF NEW PEDESTRIAN SURFACE MATERIALS.
- THE USE OF PATTERN PAVING OR COLOURED CONCRETE MUST BE APPROVED BY COUNCIL. MINIMUM STRENGTH OF COLOURED CONCRETE 32 MPa.
- WIDTH OF CROSSING (W) 4000 UNLESS SHOWN OTHERWISE ON APPROVED PLANS.
- WHERE CONCRETE PAVING CROSSES SERVICE, SEWER AND DRAINAGE TRENCHES, THE TRENCHES TO BE BACKFILLED WITH COMPACTED 20mm CLASS 3 CRUSHED ROCK OR CLASS 3 CRUSHED CONCRETE.
- WHERE VEHICLE CROSSING IS RETROFITTED THE EXISTING KERB AND CHANNEL IS TO BE REMOVED AND IF THE EXISTING FOOTPATH IS LESS THAN 200mm THICK - ONE BAY OF PATH (TYPICAL 1500 WIDE) ON EITHER SIDE OF THE CROSSING IS TO BE REMOVED, REPLACED WITH 200mm THICK FOOTPATH ON 100mm THICK 20mm CLASS 3 CRUSHED ROCK OR CLASS 3 CRUSHED CONCRETE AND JOINED TO THE EXISTING PATH WITH AN EXPANSION JOINT REFER FIGURE EDCM01.

No	Revision	Date	Drawn	Checked/Approved	Date
0	FINAL ISSUE	18.11.15	DG MM		

File No: 18 November 2015 - 12:36 PM

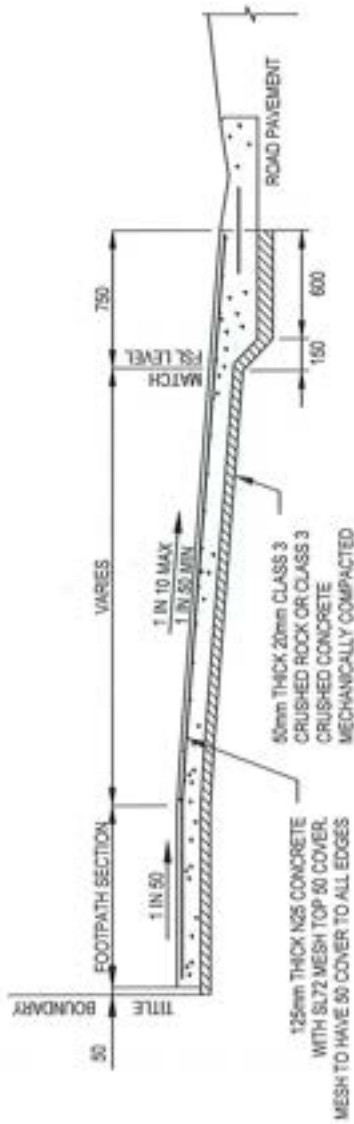
Prepared by: Gary Walker

Get File No. © Infrastructure Photography, awarded drawings@11888 15000 04/04/2015 14:40:00 04/04/2015 14:40:00 - 500.jpg

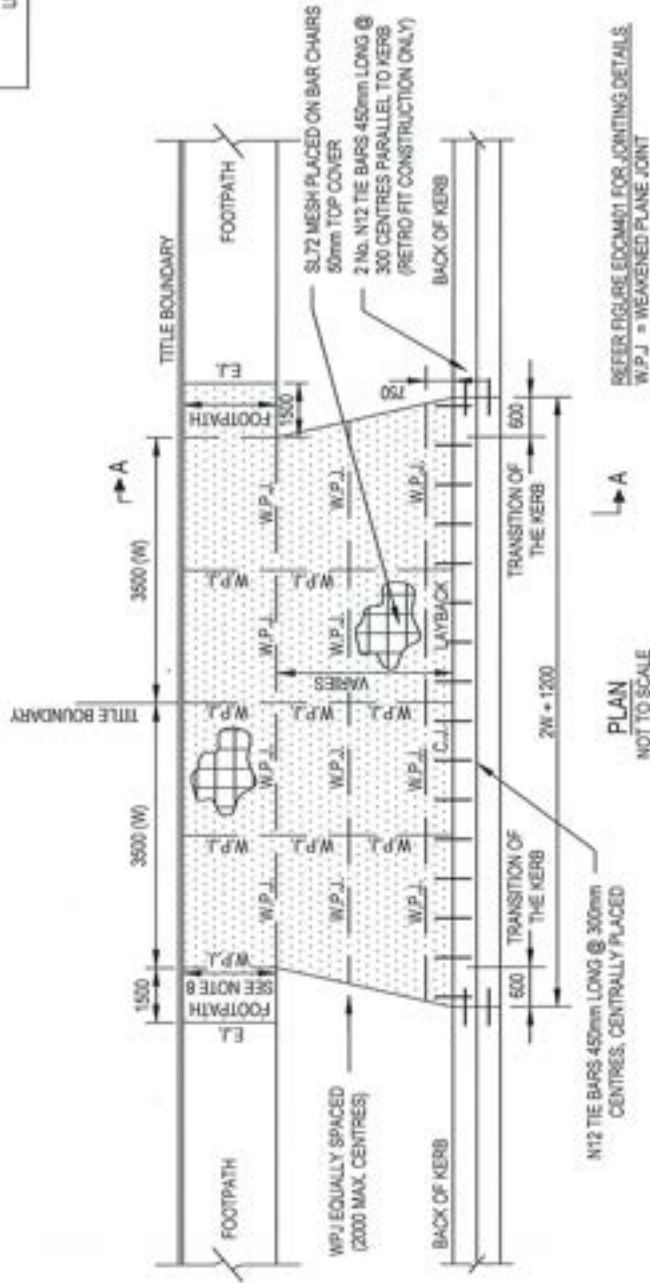


STANDARD DRAWINGS FOR
SUBDIVISIONS IN GROWTH AREAS
HEAVY DUTY
VEHICLE CROSSING

Revision 0
Date DEC 2015
EDCM 503



SECTION A - A
NOT TO SCALE



REFER FIGURE EDCM401 FOR JOINTING DETAILS.
W.P.J. = WEAKENED PLANE JOINT
E.L. = EXPANSION JOINT
C.J. = CONSTRUCTION JOINT

TABLE 1: MINIMUM CLEARANCES

BETWEEN CROSSOVERS	7 METRES AT KERB
DRAINAGE PITS	0.75 METRES (WITHIN 0.75m - INSTALL CLASS D PIT UID)
TRAFFIC MANAGEMENT DEVICES	1 METRE
UTILITY SERVICE ASSETS	1 METRE
STREET LIGHT	1 METRE
INTERSECTIONS	6 METRES FROM TANGENT POINT AND CLEAR OF SPLITTER ISLANDS
PRAM CROSSING	2 METRES AT KERB
TREES	2.5 METRES
FIRE HYDRANT	1 METRE
LEGAL POINT OF DISCHARGE	1 METRE

NOTES:

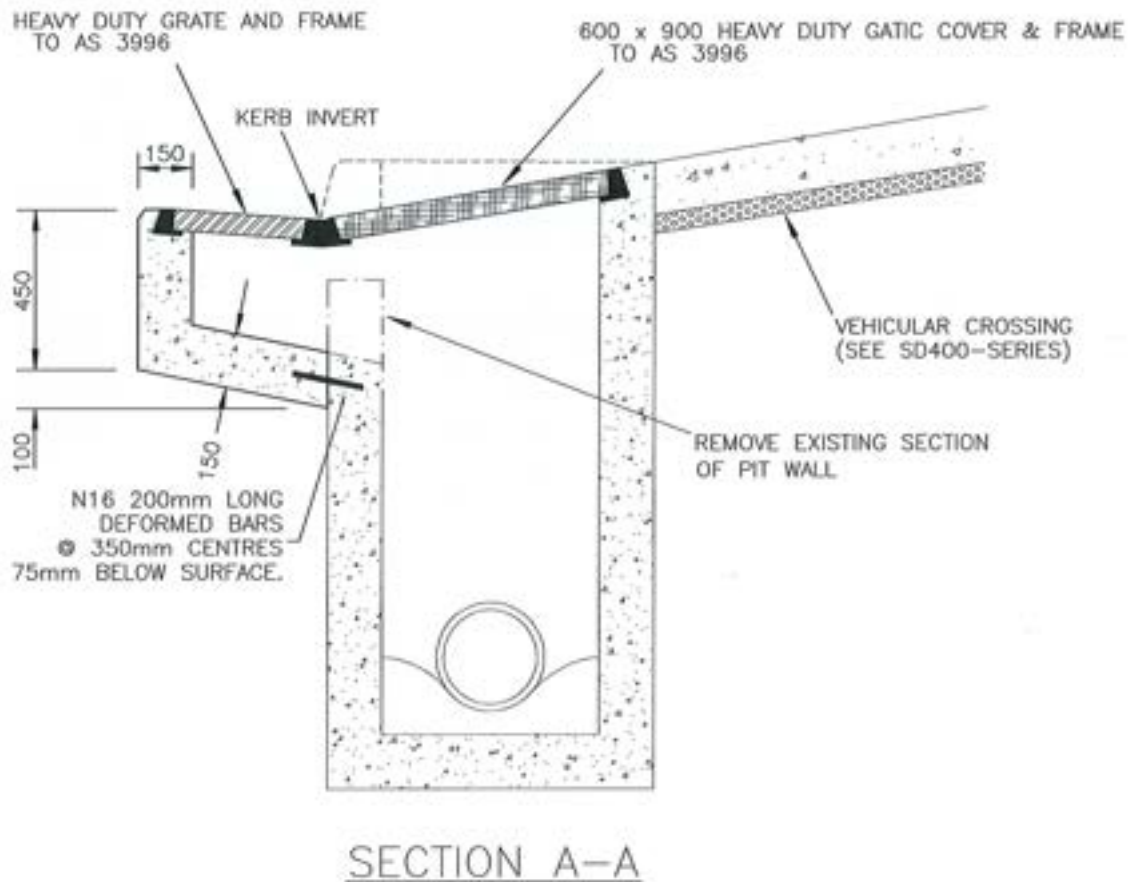
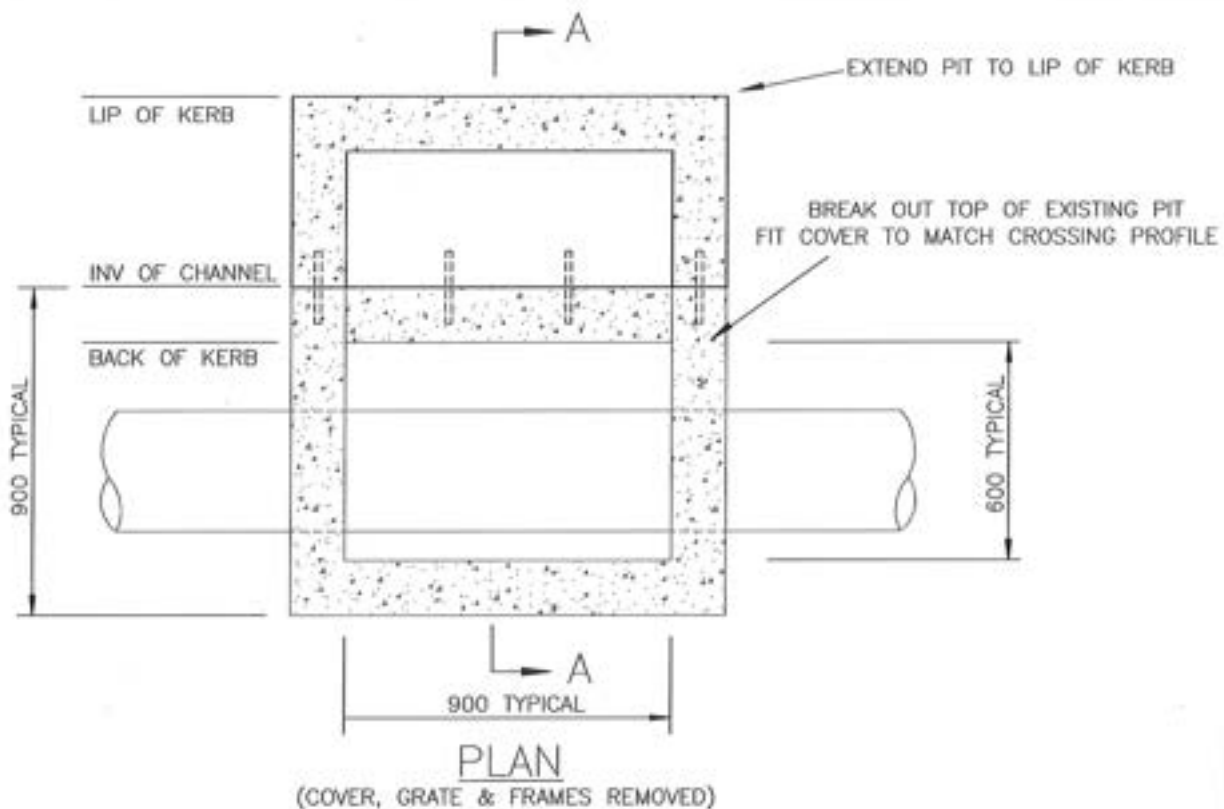
- NO BULLNOSE IN THE INVERT OF KERB.
- CONCRETE TO BE LIGHT BROOM FINISH WITH EDGES AND JOINTS NEATLY TOOLED AFTER THE BROOM IS APPLIED.
- ALL FINISHED SURFACES TO COMPLY WITH AS 4586 - SLIP RESISTANT CLASSIFICATION OF NEW PEDESTRIAN SURFACE MATERIALS.
- THE USE OF PATTERN PAVING OR COLOURED CONCRETE MUST BE APPROVED BY COUNCIL. MINIMUM STRENGTH OF COLOURED CONCRETE 32 MPa.
- WIDTH OF CROSSING (M) 3500 UNLESS SHOWN OTHERWISE ON APPROVED PLANS.
- WHERE CONCRETE PAVING CROSSES SERVICE, SEWER AND DRAINAGE TRENCHES, THE TRENCHES TO BE BACKFILLED WITH COMPACTED 20mm CLASS 3 CRUSHED ROCK OR CLASS 3 CRUSHED CONCRETE.
- WHERE VEHICLE CROSSING IS RETROFITTED THE EXISTING KERB AND CHANNEL IS TO BE REMOVED AND IF THE EXISTING FOOTPATH IS LESS THAN 125mm THICK - ONE BAY OF PATH (TYPICAL 1500 WIDE) ON EITHER SIDE OF THE CROSSING IS TO BE REMOVED, REPLACED WITH 125mm THICK FOOTPATH AND JOINED TO THE EXISTING PATH WITH AN EXPANSION JOINT REFER FIGURE EDCM401.

No	Revision	Issue	Author	Checked	Approved	Date
0	FINAL ISSUE		DG	MM		16.11.15



STANDARD DRAWINGS FOR
SUBDIVISIONS IN GROWTH AREAS
RESIDENTIAL
VEHICLE CROSSING - DOUBLE
EDCM 502

Revision 0
Date DEC 2015



NOTES

1. Pit wall thickness to match existing.
2. Concrete shall be 25 MPa minimum.
3. Grating frame to be supported and fitted to the satisfaction of the Council Superintendent



City of Whittlesea

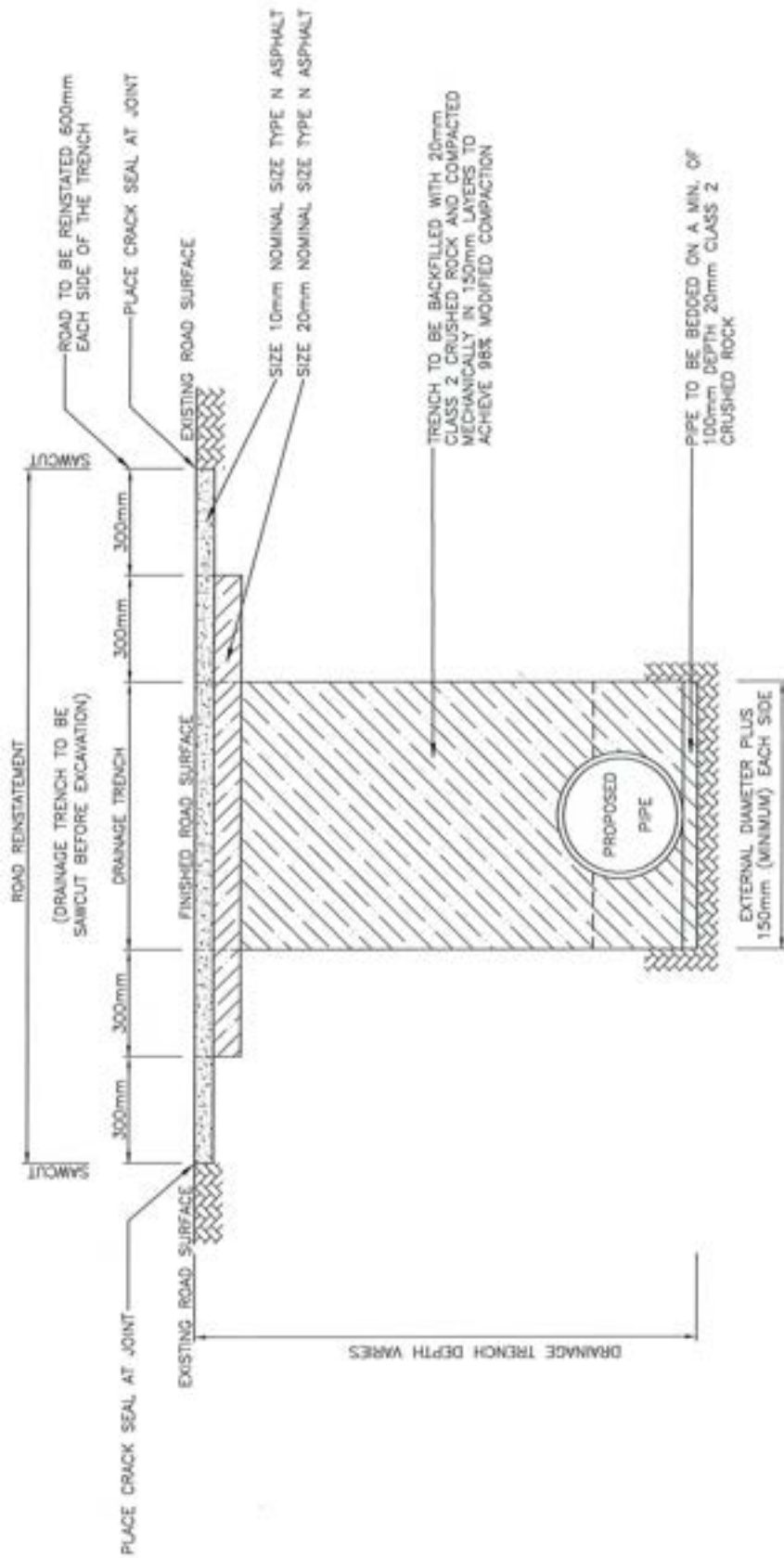
SIDE ENTRY PIT CONVERSION
AT VEHICULAR CROSSING

SD 218

APPROVED *Neil Hooper*

DATE 22/03/06

REV C



REINSTATEMENT OF ASPHALT SURFACED ROAD PAVEMENT FOLLOWING OPEN CUT TRENCHING
 NOT TO SCALE

NOTES

1. ALL BACKFILL MATERIALS TO BE APPROVED BY AUTHORIZED COUNCIL OFFICER PRIOR TO CONSTRUCTION.
2. THESE DRAWINGS ARE INTENDED TO ASSIST DESIGNERS AND CONTRACTORS IN REINSTATING PAVEMENTS AND COVER STANDARD CASES ONLY. LATENT CONDITIONS AT SITES MAY REQUIRE SITE SPECIFIC REQUIREMENTS.
3. FOR LARGE PIPES BEYOND 750mm DIAMETER OR FOR TRENCH DEPTHS MORE THAN 1.5m, PROJECT MANAGERS ARE ADVISED TO BE CONSULTED TO DETERMINE THE REQUIRED TRENCH WIDTH, SIZES A SEPARATE SPECIFIC DRAWING IS GIVEN IN THE SET OF DESIGN DRAWINGS PROVIDED FOR THE PROJECT.
4. ALL JOINTS TO BE SAWCUT TO BASE OF ASPHALT OR CONCRETE PRIOR TO EXCAVATION.
5. ALL ROAD MARKINGS TO BE SAWCUT 600mm FROM THE EDGE OF THE PROPOSED TRENCH PRIOR TO EXCAVATION TO ALLOW FURTHER REINSTATEMENT.
6. DEPTH OF THE CLASS 2 CRUSHED ROCK BACKFILL, CAPPING LAYER AND ASPHALT SHALL MATCH WITH EXISTING ROAD PAVEMENT AND BE DIRECTED BY COUNCIL.



City of Whittlesea

REINSTATEMENT OF ASPHALT SURFACED ROAD PAVEMENT FOLLOWING OPEN CUT TRENCHING

SD 222

APPROVED:

DATE: 14/07/2017

REV: A