

# Construction Management Plan Template

Planning Permit Number: .....

Date Planning Permit Issued: .....

Approval Stamp (Office Use only):





### 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 authorisation 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
Noise associated with machinery		Refer to page 8 of Council's Construction Management Plan Guidelines.
Noise associated with voices, workers and radios etc		Refer to page 8 of Council's Construction Management Plan Guidelines.

Attach any additional documents as Appendix A



## Construction Times

(acknowledge as relevant to the development context listed below)

Development Type	Details	Acknowledgement	Details
<b>Residential</b>	<p>The Residential Noise Regulations prohibits the use the of tools during the following times:</p> <ul style="list-style-type: none"> <li>Monday to Friday before 7.00am and after 8.00pm; and</li> <li>Weekends and public holidays before 9.00am and after 8.00pm.</li> </ul> <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 Statutory Planning Department at least 10 days prior to carrying out the relevant activity:</p> <p><b>Signed:</b> .....</p> <p><b>Dated:</b> .....</p>	<p>Refer to pages 8-9 of Council's Construction Management Plan Guidelines to determine whether yours is a 'residential development site'.</p>
<b>Large Scale Residential</b>	<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 Statutory Planning must be notified if an exemption has been obtained from the EPA:</p> <p><b>Signed:</b> .....</p> <p><b>Dated:</b> .....</p>	<p>Refer to pages 8-9 of Council's Construction Management Plan Guidelines.</p>

Development Type	Details	Acknowledgement	How to Seek Variation
<b>Commercial</b>	<p>Commercial construction sites are controlled through Council's Amenity Local Law. Unless with a Local Law Permit, a person must not carry out non-residential building work on:</p> <ul style="list-style-type: none"> <li>A public holiday;</li> <li>Between 5.00pm on Friday and 8.00am the next day;</li> <li>Between 5.00pm on Saturday and 7.00am the following Monday; and</li> <li>Between 6.30pm on any Monday, Tuesday, Wednesday or Thursday and 7am the next day.</li> </ul>	<p>I acknowledge that consent is required from Council's Local Laws Department to undertake construction and/or deliveries outside of those times stated:</p> <p><b>Signed:</b> .....</p> <p><b>Dated:</b> .....</p>	<p>Refer to page 9 of Council's Construction Management Plan Guidelines to determine whether yours is a 'commercial development site'.</p>



## Airborne Dust

General Matters	Measures to be Implemented	Further Information
Airborne dust		Refer to pages 9-10 of Council's Construction Management Plan Guidelines.

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 pages 10-11 Council's Construction Management Plan Guidelines.

Attach any additional documents as Appendix C



## ***Removal of Hazardous Material***

General Matters	Measures to be Implemented	Further Information
<b>Removal of hazardous or dangerous materials from the site</b> (as applicable)		<i>Refer to pages 11-12 of Council's Construction Management Plan Guidelines.</i>
<b>Removal of asbestos from the site</b> (as applicable)		<i>Refer to page 12 of Council's Construction Management Plan Guidelines.</i>

 **Attach any additional documents as Appendix D**



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

<b>Matters for Consideration</b>	<b>Details</b>	<b>Acknowledgement</b>	<b>Further Information</b>
<b>Protection of Council assets (streets, footpaths, laneways and reserves)</b> (as applicable)	- Council's 'Protection of Council Assets and Control of Building Sites Local Law 2011' deals with protection of Council Assets. A builder or developer must not commence or allow or authorise anyone else to commence building work on the subject land unless notice is given to Council in accordance with Part B - Asset Protection. The notice must be given to Council no less than 21 days before building work commences.	I acknowledge that I must not commence or allow or authorise anyone else to commence building work on the subject land unless notice is given to Council within 21 days in accordance with Part B - Asset Protection:  <b>Signed:</b> .....  <b>Dated:</b> .....	<i>Refer to pages 12-13 of Council's Construction Management Plan Guidelines.</i>
	- Prior to commencement of any works on the site, the builder or developer must submit any application for a new vehicular crossover or modification or alteration to an existing crossover proposal for assessment and approval by Council's Infrastructure and Traffic Department.	I acknowledge that I must obtain the relevant permits from Council's Infrastructure and Traffic Department:  <b>Signed:</b> .....  <b>Dated:</b> .....	



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

General Matters	Details	Acknowledgement	Further Information
<b>Building waste on public land (streets, footpaths, laneways and reserves)</b> (as applicable)	- Under Council's Amenity Local Law, 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.	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:  <b>Signed:</b> .....  <b>Dated</b> .....	<i>Refer to pages 13-14 of Council's Construction Management Plan Guidelines.</i>

## ***Onsite Building Waste (rubbish, debris and unsightly sites)***

Matters for Consideration	Details	Further Information
<b>Details to be provided of measures to mitigate the effect of onsite building waste to ensure local amenity is protected</b>		<i>Refer to page 14 of Council's Construction Management Plan Guidelines.</i>





<b>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)</b>		<i>Refer to page 14 of Council's Construction Management Plan Guidelines.</i>
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 *Attach any additional documents as Appendix E*



## Traffic Management

Matters for Consideration	Details	Further Information
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		Refer to pages 14-16 of Council's Construction Management Plan Guidelines.
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		



Attach any additional documents as Appendix F

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	Refer to pages 14-16 of Council's Construction Management Plan Guidelines.
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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
<b>Road / lane closures, cranes and gantries located on Council land.</b> (as applicable)	<ul style="list-style-type: none"> <li>- A Works Zone Permit is required from Council's Traffic and Transport Department to occupy an area of road for loading or delivery of building materials.</li> <li>- 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.</li> <li>- A permit is required from Council's Local Laws Department to use mobile cranes or travel towers, locate skip bins, site sheds and building materials or similar on Council controlled land.</li> <li>- A permit may also be required from Council's Building Department to locate a building hoarding, gantry or similar structure on Council controlled land.</li> </ul>	<p>I acknowledge that I must obtain the relevant permits from Council's Traffic and Transport, Local Laws and Building Departments:</p> <p><b>Signed:</b> .....</p> <p><b>Dated:</b> .....</p>	<p><i>Refer to pages 16-17 of Council's Construction Management Plan Guidelines.</i></p>



## Tradesperson Vehicle Parking

General Matters	Details	Further Information
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)		Refer to page 18 of Council's Construction Management Plan Guidelines.

Attach any additional documents as Appendix H

General Matters	Details	Acknowledgement	Further Information
<b>Tradesperson parking permits</b>	<ul style="list-style-type: none"> <li>- Tradesperson parking permits can be issued for both small-scale renovations and large-scale developments.</li> <li>- 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.</li> <li>- 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.</li> </ul>	<p>I acknowledge that I must obtain the relevant permits from Council's Traffic and Transport Department:</p> <p><b>Signed</b> .....</p> <p><b>Dated:</b> .....</p>	Refer to page 18 of Council's Construction Management Plan Guidelines.



## Heavy Vehicle Movements

General Matters	Details	Acknowledgement	Further Information
<b>Movement of heavy vehicles to and from the construction site.</b>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- 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 Asset Management Department.</li> <li>- 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 at <b>Appendix G</b> of the CMP.</li> </ul>	<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 Asset Management Department:</p> <p><b>Signed:</b> .....</p> <p><b>Dated:</b> .....</p>	<p><i>Refer to pages 18-19 of Council's Construction Management Plan Guidelines.</i></p>

Attach any additional documents as Appendix G

## Trees

General Matters	Details	Acknowledgement	Further Information
<b>Any specific Planning Permit conditions relating to the retention and protection of vegetation on the site or neighbouring properties must be met</b> (as applicable)	<ul style="list-style-type: none"> <li>- Permit Condition</li> <li>- Arborist Report</li> <li>- Tree Management Plan</li> </ul>	<p>I acknowledge any planning permit conditions relating to the removal of trees from the subject site:</p> <p><b>Signed:</b> .....</p> <p><b>Dated:</b> .....</p>	<p><i>Refer to pages 19-20 of Council's Construction Management Plan Guidelines.</i></p>



General Matters	Details	Acknowledgement	Further Information
<p><b>Trees to be retained or protected under the Council's Local Law may apply to remove a 'significant' or 'canopy' tree or to carry out works within the structural root zone or to prune a 'significant' tree (as applicable)</b></p>	<p><i>A canopy tree</i> – is any tree with a total trunk circumference or a combined multi-stem circumference of 110cm or more (see diagrams below), measured at a point approximately 1.5 metres from the ground</p> <p><i>The critical root zone</i> - means the area surrounding a significant tree's trunk or a canopy tree's trunk which contains the roots that are essential to the tree's continued health, vigour and stability, being a circular area below the tree extending at equal proportions from the base, the diameter of which is ten times the trunk diameter measured at 1.5 metres above ground level</p>	<p>I acknowledge that permission to remove canopy trees from the subject site must be obtained in accordance with Council's Tree Local Law:</p> <p><b>Signed:</b> .....</p> <p><b>Dated:</b> .....</p>	<p><i>Refer to pages 19-20 of Council's Construction Management Plan Guidelines.</i></p>
<p><b>A Tree Management Plan may be required where specific requirements to protect trees is 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</b></p>			<p><i>Refer to pages 19-20 of Council's Construction Management Plan Guidelines.</i></p>



*Attach any additional documents as Appendix I*



## ***Appendices***