



LPP 1.22: Construction & Demolition Plan Management Plan Pro Forma

Introduction:

The City of Melville is committed to ensuring construction and demolition works are undertaken with the minimal impact and disruption to the amenity of the surrounding community. To achieve this, the City requires builders and demolition contractors to complete and submit the Construction and Demolition Management Plan Pro Forma, detailing all relevant aspects of the construction or demolition works pertaining to activities in the road reserve.

This form is to be read and completed in conjunction with LPP 1.22 Construction Management Plan.

It should be noted that the Local Government Act and the City of Melville Local Laws do not permit obstructions, materials, or the erection of any structures on the road reserve (footpaths, verges, roads and laneways), Parks and Reserves unless approval from the City of Melville is first obtained.

Instructions: Please print clearly in the spaces provided.

1. Application Details:

Please tick the appropriate box:

- ☐ Construction Management Plan
OR
☐ Demolition Management Plan

Building/Demolition Permit Application No (if known):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Site Details

Lot Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Street Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Street

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Suburb



--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State

--	--	--	--

Postcode

--	--	--	--	--	--	--	--

3. Site Manager Details

Business Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Business Address

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postcode

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mobile

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Telephone (Business)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Email

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Site Plan

To be appropriately scaled to 1:100 or 1:200 and include information detailed in the CMP Policy.



Site Plan - **Attached**

5. Stakeholder Engagement and Complaints Management

To enable complaints to be managed onsite in the first instance, signage specifying any security measures and key contact details of an essential site person **MUST** be erected at the entrance.

Please provide details of the essential site contact person:

First Name

Surname

Phone Number

5.1 Stakeholder engagement and information plan (for major development)

The Stakeholder Information and Engagement Plan is to detail how the surrounding stakeholders will be kept informed about the development.

Stakeholder Information and Engagement Plan - **Attached**

5.2 Complaints Management Plan

A Complaints Management Plan is to be prepared detailing how complaints will be actioned. The Site Personnel must promptly respond to all complaints. At request, a copy of the register is to be made available to the City.

Complaints Management Plan Engagement Plan - **Attached**

6 Dilapidation Report

This report is to detail the current condition of the City's infrastructure and buildings adjacent to the development site.

Confirmation a copy of the dilapidation report has been provided to adjacent owners.

Dilapidation Report – **Attached**

7 Traffic Management Plan

It is recommended that a Traffic Management Plan (TMP) designed by a Main Roads WA registered Traffic Company is prepared, that addresses traffic and pedestrian issues that could arise during the works. This is to be approved by the City's Planning Department and Technical Services Department

Traffic Management Plan – **Attached**



8. Parking Management Plan

The PMP needs to show how adequate parking for worksite personnel has been achieved. The City's preference is for all worksite personnel to park off the street either on private property or within off street public parking bays managed by the City or privately. This is to be approved City's Planning Department and Technical Services Department

Parking Management Plan – **Attached**

9. Work Zone Permit

If City infrastructure or land is needed for activities related to the developments construction, the applicant is to advise the City's technical services. The location of the work zone is to be marked on the site plan and details on the length of time are to be provided. Upon receipt a fee will be calculated.

10. Environmental Management

This is to address all activities that could cause noise, vibration, dust, sand and other disturbances to nearby businesses, noise sensitive premises including residential uses, schools, child care premise and the general public. The Environmental Plan is to also address the impact of any dewatering, acid sulphate soils and hazardous materials.

Environmental Management Plan – **Attached**

11. Work Hours

Permissible work hours are from 7am – 7pm Monday to Saturday. Any other hour or day, which includes Sundays and Public Holidays, is considered as out of hours and can only be approved where the works are considered to be essential and cannot be carried out during normal hours. Applications for out of hours construction work must include a noise management plan.

☐ I have read and acknowledge the work hours requirements

10. Customer Authorisation

☐ By ticking this box, I confirm that:

I understand that the construction and demolition management plan is a requirement of Planning and Building approval but does not negate the requirement for separate applications and approvals as listed in this document.

Upon submission of the Construction and Demolition Management Plan, the applicant undertakes to hold the City of Melville indemnified against all claims which may be made against them for damages or otherwise, in respect of any loss, damage, death or injury caused by, or in the course of or arising out of the use of the road reserve and the property of the City of Melville, during all periods when the reserves are in use.

I have read and understood the above information and I accept responsibility for ensuring compliance with the Construction and Demolition Management Plan, City of Melville Local Laws, Statutes and any conditions pertaining to use of the Road Reserve and City Property on behalf of the afore named business.



I understand that this form authorises the City of Melville to reproduce any documents associated with this application for internal purposes only.

I have read and agree to abide by the associated Terms and Conditions. I also confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA)*.)

Business Name

--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--

Surname

--	--	--	--	--	--	--	--	--	--

Signature

--	--	--	--	--	--	--	--	--	--

Date (DD/MM/YYYY)

--	--	--	--	--	--	--	--	--	--

Lodgement Options

In Person

City of Melville

Customer Service Counter

10 Almondbury Road, Booragoon, Western Australia 6154

By Email

Email the completed form to our Planning and Building Administration at pbadmin@melville.wa.gov.au