

Construction Management Plan

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Contents

[**Element A1.** Public Safety, Amenity and Site Security 4](#_Toc64279099)

[**Element A2.** Operating Hours, Noise and Vibration Controls 6](#_Toc64279100)

[**Element A3.** Air Quality and Dust Management 7](#_Toc64279101)

[**Element A4.** Stormwater, Sediment Control and Tree Protection 8](#_Toc64279102)

[**Element A5.** Waste Minimisation 9](#_Toc64279103)

[**Element A6.** Traffic and Parking Management 10](#_Toc64279104)

[**Appendix 1.** Site Plan 11](#_Toc64279105)

[**Appendix 2.** Resident notification letter and details of residents notified 12](#_Toc64279106)

[**Appendix 3.** Approved Asset Protection Permit 13](#_Toc64279107)

[**Appendix 4.** Tree and Vegetation Protection Plan 14](#_Toc64279108)

[**Appendix 5.** Waste Management Plan 15](#_Toc64279109)

[**Appendix 6.** Traffic Management Plan 16](#_Toc64279110)

[**Appendix 7.** Parking Management Plan 17](#_Toc64279111)

**The completed Construction Management Plan must be approved and endorsed by the Statutory Planning Unit before development commences.**

NOTE:

The applicant must complete all sections coloured **RED**.

A number of the requirements contained within the Construction Management Plan will not be varied.

This is a stand-alone document and should be submitted together with the attached appendices.

Site activities will be monitored against this document. A separate builder's construction management plan will not be approved.

HOW TO USE THIS DOCUMENT:

Download this document and save to your desktop.

Click on the cell/s and insert your information and/or signature.

Construction Management Plan

| Project Details | |
| --- | --- |
| Site address: | [Click here to insert site address] |
| Planning Permit number: | [Click here to insert planning permit number] |
| Date Permit issued: | [Click here to insert date] |
| Company name: | [Click here to insert company name] |
| Director’s name: | [Click here to insert director’s name] |
| Business address: | [Click here to insert business address] |
| Mobile number: | [Click here to insert mobile number] |
| Email address: | [Click here to insert email address] |

| On site contact person responsible for Construction Management Plan Compliance | | | |
| --- | --- | --- | --- |
| *Council must be notified if changed* | | | |
| Name: | [Click here to insert name] | | |
| Contact Number: | [Click here to insert no.] | **After Hours Contact No.:** | [Click here to insert no.] |

| Site Manager/Liaison Officer in control of the site | | | |
| --- | --- | --- | --- |
| *If different from above* | | | |
| Name: | [Click here to insert name] | | |
| Contact Number: | [Click here to insert no.] | **After Hours Contact No.:** | [Click here to insert no.] |

| Construction Works | | | |
| --- | --- | --- | --- |
| Are construction works to be undertaken in various stages? **[Yes / No]**  *If Yes, give details, including proposed dates, contractor undertaking works if different to above* | | | |
|  | **Proposed Dates** | **Contractor Name** | **Phone Number** |
| Demolition: | [Insert date] to [Insert date] | [Insert name] | [Insert number] |
| Excavation: | [Insert date] to [Insert date] | [Insert name] | [Insert number] |
| Construction: | [Insert date] to [Insert date] | [Insert name] | [Insert number] |
| Is your company in control of the site during these stages of work? **[Yes / No]** | | | |
| Details: | [Click here to insert details] | | |

#### Declaration:

I have authorisation and delegation to sign this Construction Management Plan on behalf of the Company listed above and I take responsibility for ensuring compliance with our commitment specified herein, the *Local Government Act 2020* and relevant Local Laws, the Environmental Protection Act 2017 and its requirements and any other relevant legislation.

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|  |
| [Click here to insert name] |
| [Click here to insert date] |

**Collection of Personal Information**

The personal information contained in this Construction Management Plan (CMP) is being collected by Manningham Council for the purpose of **collecting contact details and details of development works as required by a condition of a planning permit** and the Planning and Environment Act 1987. The personal information will be used for the following purposes:-

To correspond with you or a company representative should any issues arise as a result of development works being undertaken on the subject site.

The information you provide will be made available:-

To any person who may wish to view your endorsed Construction Management Plan (CMP);

To relevant officers within Council and other pertinent Government agencies directly involved in the planning process;

To persons accessing information in accordance with the Public Records Act 1973, Planning and Environment Act 1987 (PE Act) or the Freedom of Information Act 1982.

It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, we may not be able to process your request. If you wish to access or alter any of the personal information you have supplied to Manningham Council, please contact Statutory Planning by telephone 03 9840 9333 or email: [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au)

# Public Safety, Amenity and Site Security

#### Objective:

* To adequately protect the community from activities occurring on building sites

To effectively manage occupation of the street and protection of community assets

To ensure construction sites are kept safe, secure, neat and tidy.

| Measures to be Implemented | |
| --- | --- |
| Site emergency contact details (24 Hours) | | |
| **Name:** | [Click here to insert name] | |
| **Phone number:** | [Click here to insert contact number] | |
| Security measures | | |
| **Company name:** | [Click here to insert name] | |
| **Phone number:** | [Click here to insert contact number] | |
| *Outline the security measures for the site, including site security, contact name and contact numbers (24 Hours)* | [Click here to insert details] | |
| Site fencing | | |
| All excavations will be secured by a fence, hoarding or other suitable barrier to the satisfaction of the relevant Building Surveyor so they do not pose a danger to life or property.  Hoardings, permit fencing or other site barriers will not allow climbing or unauthorised entry.  Hoardings, barriers and other perimeter fencing will be suitably lined to limit public viewing to designated areas.  All temporary fence panels including footings will be located on private property, secured and braced to prevent fencing falling onto Council land. | | |
| Material storage | | |
| All dangerous chemicals will be correctly stored in a manner approved by WorkSafe Victoria in a secure location away from emergency exits and stormwater pits. Procedures will be put in place for secure access and spillage. | | |
| Excavations | | |
| Excavations adjacent to or in close proximity to a road, pathway or building will be designed to support the road, pathway or building.  Consent and report will be obtained from Council and/or other relevant authorities under the Building Regulations for excavations and shoring where excavations occur within three metres of a road or within a 45 degree angle.  Protection work notices in accordance with Part 513 of the Building Regulations 2006 will be issued where applicable. | | |
| Lighting | | |
| Provide details in relation to on-site lighting – type & location  Provide details in relation to any temporary or permanent changes to street lighting. Changes must be approved by Council’s Infrastructure Services team.  Changes will be at the applicant’s cost. | [Click here to insert details – if no on-site lighting is to be provided indicate N/A] | |
| Site Plan | | |
| A Site Plan providing the following details is attached as **Appendix 1**:-   * Property boundaries & footprint of ground floor of construction; * Proposed towers crane/s; * Onsite parking & amenities i.e. site office, toilets, lunchrooms; * Vehicle & pedestrian access points & internal circulation;   Hoardings (including those outside the property boundary);  The Site Plan is marked SITE PLAN and attached as an Appendix 1. | | |
| Signage Erected On-Site | | |
| Any signage displayed on the site will be in accordance with the requirements of the Manningham Planning Scheme. | | |
| A sign will be placed in clear view of the public outlining contact details for the site including after-hours contact details. | | |
| Amenity Impact- Community concerns and Enquiries | | |
| Prior to the commencement of works, adjacent residents will be given general advice of nature, timing and duration of all proposed works and contractor contact details (including after-hours contact). A copy of this letter and details of notified residents is attached as **Appendix 2.** | | |
| The Construction Manager will implement a procedure that ensures comments and complaints received from the public are registered. | | |
| The Construction Manager will be responsible for the monitoring of the register on a daily basis and manage any complaints received either directly or indirectly by residents or members of the community. The register will be made available to Council officers if requested. | | |
| Any complaints received by Council will be referred directly to the site manager / liaison officer for resolution. | | |
| Public Areas | | |
| The following permits shall be obtained from Council’s Infrastructure Services team:-   * **Asset Protection Permit** prior to the commencement of works; * **Works & Drainage Permit** prior to any works undertaken within the road reserve; * **Vehicle Crossing Permit** prior to removal, construction or alteration of a vehicle crossing; * **Hoarding Permit** prior to the closure of any footpath or nature strip; * **Access Across a Council Reserve Permit** prior to access across or other use of a Council Reserve for any purpose. | | |
| The following permits, if applicable, shall be obtained from Council’s City Compliance team:-  **Skip Bin Permit** prior to the location of skip bins or similar on Council controlled land. | | |
| A Building Permit/Approval may also be required from Council’s Building Department to locate a building hoarding, gantry or similar structure on Council controlled land. | | |
| An Asset Protection Permit has been obtained prior to submitting this Construction Management Plan.  A copy of the approved permit is attached as **Appendix 3.** | | |
| Street Space Occupation | | |
| No deliveries will be placed within the road reserve. All deliveries and the temporary storage of materials or goods will be placed inside the property boundaries. | | |

# Operating Hours, Noise and Vibration Controls

**Objective:**

To minimise the impact of noise and vibration on the immediate neighbourhood;

To provide a framework for construction activities outside of normal hours;

To minimise the likelihood of damage to adjacent buildings and structures.

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| Measures to be Implemented |
| Site Operating Hours |
| Site hours of operation will be limited to the following:-   * Monday to Friday **7am – 6pm** * Saturday **9am – 3pm** * Sunday and Public Holiday/s – **no works permitted**   Where works are required to occur outside of these hours, an application for an Out of Hours Permit must be made to the Responsible Authority at least 10 days prior to the works occurring.  No works will be undertaken outside these hours without further written approval.  Trucks carting excavated material or required for any other purposes will not be parked in residential streets prior to:-   * 7.00 am Monday to Friday; or * 9.00 am Saturday; * Sunday and Public Holiday/s – no works permitted |
| Noise associated with machinery |
| Noise and vibration control measures will be implemented on site in accordance with **EPA Publication 1834 “Civil Construction, Building & Demolition Guide”** to prevent the unreasonable impact of noise on the surrounding properties.  Mechanical plant silencing will be in place using current technology to limit the impact on surrounding properties. This will include the use of silencers on pneumatic tools; mobile air compressors; grinding equipment and pavement breaker noise ratings.  Vehicular movements and on site and deliveries will be limited to site operating hours approved in this CMP.  Special assessment will be required for pile driving or similar works where works which are to be undertaken are in excess of normal noise levels. Notifications to surrounding properties must be undertaken prior to the works commencing.  An Authorised Officer may direct additional requirements upon the applicant where it is determined that an unreasonable or aggravated noise is being emitted (Environment Protection Act 2017 Section 166 & 168) |

# Air Quality and Dust Management

**Objective:**

To ensure that air quality (airborne dust and pollutants) in and around the construction site is maintained at acceptable levels throughout the construction period.

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| Measures to be Implemented |
| Airborne dust |
| During any site works, including demolition, excavation and construction environmental site management practices will be implemented in accordance with **EPA Publication 1834 “Civil Construction, Building & Demolition Guide”** to prevent the transfer of mud, dust, sand, slurry, litter, concrete, construction waste or overland flow from the subject site (or any other storage compound) into drains, onto roads and/or properties.  During extreme days of wind, where dust is not able to be contained within the site works and vehicle movements will cease.  Where in the opinion of an Authorised Officer that dust from the site is excessive the officer can direct the Site Manager to undertake additional suppression activities or close the site. Such suppression measures may include water carts/trucks or other means as necessary.  Trucks carting material from the site will be covered to ensure that dust and spillage is not generated from carted material in accordance with Department of Transport guidelines. |
| Stockpile Management |
| Any stockpiles on site will be treated to ensure that airborne dust is contained within the site, in accordance with **EPA Publication 1834 “Civil Construction, Building & Demolition Guide”** |

# Stormwater, Sediment Control and Tree Protection

**Objective:**

To prevent contamination of, or damage to, stormwater drains and waterways;

To ensure building site sediment is retained onsite during construction work;

To ensure existing vegetation and trees are managed in accordance with Council’s policies and guidelines.

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| Measures to be Implemented |
| Stormwater and sediment laden runoff along roads, drains and footpaths etc. |
| During any site works including demolition, excavation and construction, environmental site management practices will be implemented in accordance with **EPA Publication 1834 “Civil Construction, Building & Demolition Guide”**  to prevent the transfer of mud, dust, sand, slurry, litter, concrete, construction waste or overland flow from the subject site (or any other storage compound) into drains, onto roads and /or properties.  Appropriate treatments will be installed at egress points to ensure mud and debris is contained on site.  In the event that a road, drain or property is affected by works undertaken as part of the development on the land, the Responsible Authority can direct that steps to clean the affected portion of road, drain or property be undertaken.  Any water collected at the bottom of excavations will be pumped out. If the water contains only sediments it will be filtered and pumped to stormwater. It must have less than 50 mega litres total suspended solids.  Polluted water will not enter the stormwater system and will be pumped to the sewer system with appropriate approvals from Yarra Valley Water. |
| Trees on subject land or on adjacent properties |
| Where vegetation is required to be retained, a copy of the endorsed Tree Protection Management Plan is submitted as **Appendix 4**.  All vegetation to be retained will be identified on submitted plans and will be protected through the use of barricades and fencing around the drip line of the tree to ensure no damage occurs.  Fencing will be in accordance with “AS 4970-2009 Protection of Trees on Development Sites”. Typically fencing will be 1.8 metres high chain wire mesh panels with approved TPZ signage attached.  No parking of vehicles, storage of materials, open cut excavations or any other actions or activities that may result in adverse impacts to the vegetation will occur within the drip line or inside of fenced off vegetation. |
| Trees on Council land |
| Where Council owned trees are required to be retained, a copy of the endorsed Tree Protection Management Plan is submitted as **Appendix 4.**  Fencing will be in accordance with “AS 4970-2009 Protection of Trees on Development Sites”. Typically fencing will be 1.8 metres high chain wire mesh panels with approved TPZ signage attached.  Where works are required to be undertaken within the drip line of the tree all approvals will be sought from Council prior to the works being undertaken.  No parking of vehicles, storage of materials, open cut excavations or any other actions or activities that may result in adverse impacts to the vegetation will occur within the drip line or inside of fenced off vegetation. |

# Waste Minimisation

**Objective:**

To prevent contamination of, or damage to, stormwater drains and waterways;

To ensure building site sediment is retained onsite during construction work;

To ensure existing vegetation and trees are managed in accordance with Council’s policies and guidelines.

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| Measures to be Implemented | Acknowledgement |
| Onsite Building Waste - rubbish, debris and unsightly sites | |
| A Waste Management Plan submitted in accordance with **EPA Publication 1834 “Civil Construction, Building & Demolition Guide”**  which details actions to be taken:-   * To minimise waste onsite; * Collection procedures; * Recycling of construction materials; * Procedures for removal of hazardous or dangerous materials; * Purchasing initiatives; * Measures to mitigate the effect of onsite building waste to ensure local amenity is protected.   The Waste Management Plan addressing all items is attached as **Appendix 5.** | |

# Traffic and Parking Management

**Objective:**

To minimise disruption to traffic (vehicles, pedestrians and cyclists) caused by construction activities;

To ensure the safety of workers, contractors, pedestrians and road users in and around construction sites.

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| Measures to be Implemented |
| Traffic and Parking Management |
| A detailed Traffic and Pedestrian Management Plan providing the following details is attached as Appendix **6**:-   * Location and timing of proposed works; * Pedestrian access arrangements around site; * How, when and what community consultation will occur; * Proposed traffic movements, access arrangements onto the site and speed zones; * Location of staging areas for all vehicles, number of vehicles to be staged, access route, and times for staging noting existing parking demand and parking restrictions; * How and where deliveries to the site will occur.   The Traffic and Pedestrian Management Plan includes the details of the company preparing the plan and contact details for the person responsible for implementing and maintaining the plan.  In instances where a bus route may be affected by the proposed works prior notice will be given to Public Transport Victoria. Public Transport Victoria comments, if applicable, are included in Appendix **6**.  A Memorandum of Authorisation may be required from the Department of Transport for works outside Council controlled roads or for the use of major traffic control devices outside of Council’s authority. A copy of the approved Memorandum of Authorisation, if applicable, is included in **Appendix 6**.  Consent to Erect Temporary Traffic Control Devices will be obtained from Council for all temporary traffic control devices to be erected on Council controlled roads. The application is submitted in Appendix 6. It is noted that traffic management plans and any Consent granted by Council are valid for a maximum period of six months. Requests for extensions will be submitted to [manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au) a minimum of 10 working days prior to expiry.  A Parking Management Plan providing the following details is attached as Appendix **7**:-   * Numbers of workers proposed during the various construction phases together with a parking plan for employees, sub-contractors and visitors. Where on street parking is proposed, plan shows number of vehicles proposed and duration required noting existing parking demand and parking restrictions; * The additional measures to be put in place including the use of basement parking and private land - if private land is to be used written agreement will be provided from the property owner; * In instances where parking restrictions need to be implemented during the works Council will make the required signage changes at the applicant’s cost. The applicant will be responsible for the maintenance and removal of the required signage. |
| Heavy Vehicle Movements |
| 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 will be made directly to NHVR. Any application made to the NVHR for consent for large vehicles will be reviewed and approved by Council’s Infrastructure Services team. |

Appendices

1. Site Plan

[Click here to enter description / details]

1. Resident notification letter and details of residents notified

[Click here to enter description / details]

1. Approved Asset Protection Permit

[Click here to enter description / details]

1. Tree and Vegetation Protection Plan

[Click here to enter description / details]

1. Waste Management Plan

[Click here to enter description / details]

1. Traffic Management Plan

[Click here to enter description / details]

1. Parking Management Plan

[Click here to enter description / details]