

This is an overview of the different processes triggered for building sites that require a Construction Management Plan (CMP). This guide will help to ensure you are meeting our requirements.

The sequence is indicative only and depending on your site and the type of works some permit applications may not be applicable or can be completed at the same time.

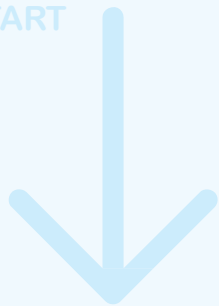
Yarra City Council PO Box 168 Richmond VIC 3121
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TTY 133 677 then ask for 9205 5555 **Interpreter Services** 9280 1940



PHASE 1 Pre-approval

The steps that need to be considered prior to the CMP being endorsed

START



Permit application	Planning permit	Developer to obtain planning permit A construction management plan is a condition on planning permit	Visit here for more details
Permit application	Report and consent	Developer/ Builder to obtain applicable consents. Eg, Reg 116 Protection of the public, Reg 29A Demolition	Visit here for more details
Permit application	Building permit	Developer/ Builder to obtain building permit	Visit here for more details
Office meeting	Meeting prior to preparing CMP	Builder to contact council to organise a meeting for introduction and site overview CMP requirements will be discussed	Visit here for more details
CMP application	Submit CMP application	Builder to prepare and submit CMP application for assessment	Visit here for more details
Site inspection	Site assessment with CMP assessor, project manager and/or site manager	Council will arrange a site inspections to undertake a site assessment once the CMP has been submitted	
CMP application	CMP final assessment completed and CMP endorsed	Builder to provide further information (as required) and any documents that satisfy planning permit conditions and condition 1 plans	

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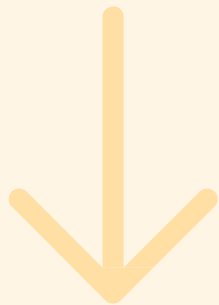
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PHASE 2 Pre-development

The steps that need to be considered prior to works commencing on site



Office meeting	<ul style="list-style-type: none"> Meeting between the assigned CMP permit officer and contract administrator or person applying for permits to discuss permit process and requirements for submitting applications Meeting between the assigned CMP enforcement officer and project manager and/or site manager to discuss council's expectations and compliance matters 	Builder to organise with assigned CMP permit officer and CMP enforcement officer	
Permit application	Asset protection	Builder to submit application for assessment. Asset protection bond will be determination and drainage inspection required. This must be completed prior to CMP being endorsed	Visit here for more details
Permit application	Temporary vehicle crossing concrete	Builder to submit application for assessment	Visit here for more details
Permit application	Road/footpath occupation - hoarding, gantry or other public protection measures	Builder to submit application for assessment	Visit here for more details
Permit application	Road/footpath occupation - construction zone	Builder to submit application for assessment	Visit here for more details
Permit application	Road/footpath occupation - work zone	Builder to submit application for assessment	Visit here for more details
Permit application	Road/footpath occupation - plant and equipment or general work area	Builder to submit application for assessment	Visit here for more details
Site inspection	Site inspection - inductions with CMP inspector, project manager, site supervisor, sub-contractor <ul style="list-style-type: none"> induction - demolition induction - earthworks induction - construction 	Council will arrange site inspections to ensure all parties are clear about council requirements, planning permit conditions have been satisfied and all required permits and consent are in place	

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<p>PHASE 3</p> <p>Demolition</p> <p>Steps required to be completed during your build</p> 	Notification	Commencement of demolition stage	Builder to contact council when demolition stage is due to commence. Check that all relevant permits are in place for this stage of works and planning permit conditions have been satisfied	
	Notification	Completion of demolition stage	Builder to check if CMP, permits and consents apply to demolition stage only All permits must in place for the next stage of works and planning permit conditions have been satisfied	
<p>PHASE 4</p> <p>Earthworks</p> <p>Steps required to be completed during your build</p> 	Permit application	Road/ footpath opening	Builder to submit application for assessment	Visit here for more details
	Notification	Commencement of earthworks stage	Builder to contact council when earthworks stage is due to commence. Check that all relevant permits are in place for this stage of works and planning permit conditions have been satisfied	
<p>PHASE 5</p> <p>Construction</p> <p>Steps required to be completed during your build</p> 	Permit application	Out of hours work (if required)	Builder to submit application for assessment as per works outlined in CMP application	Visit here for more details
	Permit application	Utility works	Utility company (or agent) to submit application for assessment	Visit here for more details
	Permit application	Permanent vehicle crossing	Builder to submit application for assessment	Visit here for more details
	Notification	Commencement of construction stage	Builder to contact council when construction stage is due to commence. Check that all relevant permits are in place for this stage of works and planning permit conditions have been satisfied	

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PHASE 6 Planning Permit Compliance

Steps that need to be considered when you are nearing completion of works

END

Site inspection	Site inspection (civil works scope) with CMP inspector, reinstatement officer, project manager and/or site manager	Builder to contact council to book a site inspection 3 months prior to completion of works to discuss scope for civil works A bond agreement will be prepared once scope is agreed to	
Request	Planning - subdivision clearance	Builder to apply for subdivision clearance with the planning department	
Request	Planning - certificate of occupancy	Builder to apply for certificate of occupancy with the registered building surveyor	
Site inspection	Site inspection (completion of works) with CMP inspector, project manager and/or site manager Optional – council's reinstatement, open space and recreation officers	Developer/builder to contact council to book a final site inspection. Check all planning permit conditions have been satisfied The civil works bond will be returned once the civil works has been completed to Council satisfaction The asset protection bond will be released after the final Inspection is satisfactory	