



CITY OF VINCENT

# CITY OF VINCENT DEMOLITION MANAGEMENT PLAN - APPLICATION FOR APPROVAL

### DEMOLITION COMPANY DETAILS:

#### Company Name and Address

Postcode:

#### Site Contact Person

Telephone:

#### After Hours Contact Person

Telephone:

### OWNER DETAILS:

#### Name and Contact Details

Telephone:

#### Address

Postcode:

### SITE DETAILS:

#### Address

Postcode:

#### Demolition Licence Application Number:

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### PLEASE NOTE - IMPORTANT INFORMATION

The Local Government Act and the City of Vincent Local Laws do not permit obstructions, materials, the erection of any structures or hoardings on footpaths, road reserves, City Parks and Reserves; or any interference with or alteration to any fittings or facilities located thereon; unless the approval of the City is first obtained.

In this regard, applicants seeking the City's approval for any activities in the road reserve, associated with the construction site, are required to submit this completed Demolition Management Plan.

If you have any questions regarding the completion of this proforma please contact the City's Building Services on 9273 6054.

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OFFICER	SIGNATURE	DATE
Planning		
Technical Services		
Health Services		

Please complete the following information – If more space is required, additional sheets may be attached.

**Item 1: Public Safety, Amenity and Site Security.**

**Contact Details of Essential Site Personnel**  
(Assessment by Building Surveyor)

To enable noise, and nuisance complaints to be managed onsite in the first instance, signage specifying any security measures and key contact details of essential site personnel must be erected on the perimeter of the building site (i.e. attached to the building, fence or hoarding).

A 24 hour contact name and phone number must be provided. The signage should indicate *“Construction work times for this site are 7.00am - 7.00pm Monday to Saturday only”*. Should problems in relation to building noise occur outside the above permitted hours, or for any other enquiry, complaint or emergency relating to this site at anytime please contact...”

Attach a copy of the sign to the Demolition Management Plan. Office Use Only

**Public Safety**  
(Assessment by Technical Officer)

The applicant is to provide details of public safety provisions, hoardings and gantries.

Depending on the nature of the works, an approved Traffic Management Plan (TMP) for the works being undertaken may need to be in place on the work site **at all times** and the Contractor’s Manager/Site Supervisor will be required to ensure compliance with AS 1742.3 - 2009 and Main Roads Code of Practice 2010.

Has a TMP been requested as a condition of the Planning Approval?

Yes  No

If Yes has a copy of the TMP been included?

Yes  No

**Control of Sand and Dust**  
(Assessment by Environmental Health Officer) Office Use Only

What methods are proposed to control the drift of sand and dust from the site?


**Site Security**  
(Assessment by Building Surveyor)

What security measures will be in place to prevent unauthorised access to the site.


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**Noise Management**  
(Assessment by Environmental Health Officer)

**Work out of Hours**

Is it anticipated that there will be any requirement to work outside the permitted work hours of 7am to 7pm Monday to Saturday, or on Public Holidays?

Yes  No

If yes, please submit the required *Application for Regulation 13 - Out of Hours Construction Work Permit*. This application must be submitted at least seven (7) days prior to the construction work commencing, and can be obtained from the City’s Health Services.

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**Duration of Works**  
***Details of works hours and noise management***


All staff and sub-contractors will be advised that construction noise **MUST** not commence prior to 7.00am, in accordance with the Environmental Protection (Noise) Regulations 1997.

Yes  No

Office Use Only

**Conditions of Footpath and Road Reserve**

(Assessment by Technical Officer)

The applicant **AT ALL TIMES** shall be responsible for the protection of the City's Infrastructure during the works.

**Note: This includes ensuring drainage gullies/ inspection chambers/ roads and footpaths remain free from any sand/debris emanating for the construction site.**

A works bond fee shall be paid on application of the Demolition licence. The applicant will be responsible for all costs associated with the required maintenance of the City's infrastructure **during the works** and any re-instatement of the City's Infrastructure **during, as requested, and at the conclusion of the works.**

**Pre Work Inspection**

Please advise, at the time of making the works bond payment, if you consider that a pre works inspection of the existing condition of the City's infrastructure needs to be recorded for future reference at completion of the works.

***If the City is not notified it will be assumed that the City's Infrastructure is in an acceptable condition for the purposes of refund of works bond.***

Date of Inspection

Attending Officer

Office Use Only

**Item 3: Traffic and Access Management**

**Road and/or Footpath Obstructions**

(Assessment by Technical Officer)

Is it proposed that the footpath, road, right of way, or verge be obstructed in any manner, for any period during the works? This includes placement of cranes, gantries, skips etc.

Yes

No

If "YES" please provide details below, and attach your completed application for a **Permit for Works/ Placement in Road Reserve**


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Adequate measures, to the satisfaction of the City, shall be taken by the applicant to maintain pedestrian and vehicular access to the road reserve and to ensure the City's facilities are safeguarded.

**Storage of Materials and Equipment on Site**

(Assessment by Technical Officer)

Is it proposed that any materials will be stored off site, i.e. on the verge ?

Yes

No

If "YES" please provide details below, and attach your completed application for a **Permit for Works/ Placement in Road Reserve**

*NOTE: Site toilets must be provided onsite and within 2 metres of the property boundary.*


*Please indicate on the site plan where materials are to be stored and extent of any hoardings, gantries or scaffolding.*

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**Access to site**

(Assessment by Technical Officer)

Will access to the site be required through any other properties or reserves?

Yes  No

If "YES" please provide details and copies of the written authorization of the property owner, to do so.


Will a temporary crossover be required?

Yes  No

If "YES" please attach a completed ***Application for Vehicular Crossing***.

Office Use Only

**Parking for Contractors and Subcontractors**

(Assessment by Technical Officer and Ranger Services)

Parking and traffic controls around building sites must be complied with and accommodated in a manner that minimises disruption to the precinct. It should be noted that parking across a footpath is illegal.

Yes  No

Detail proposed provisions made for contractor/worker vehicles and annotate proposed parking location on the site plan


Office Use Only

**Item 4: Waste Management and Material Re-Use**

**Storage & Disposal of Rubbish**

(Assessment by Environmental Health Officer)

Detail how rubbish and waste is to be contained on site; removed from site; and indicate on the site plan where waste will be stored.


**Note:** Allowing litter, sand and other materials to spread from the site is an offence.

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**Waste Generation**

(Assessment by Environmental Health Officer)

Detail how waste generated onsite will be minimized, and disposed of to reduce any impact on the environment (recycling, reuse or landfill):


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**Asbestos**

(Assessment by Environmental Health Officer)

Will asbestos material be removed as part of the demolition process?

Yes  No

If yes, you are required to complete the City's Application for Asbestos Removal Form. Please contact Health Services on 9273 6533 to obtain a copy **prior** to submitting this form.

Office Use Only

**Item 5: Earth Works and Associated Matters**

**Vibration Management**

(Assessment by Building Section & Technical Officer)

Will any building operations or earthworks involve the use of equipment that could possibly cause damage by **vibration** or **settlement** to:

- i) the property of an adjoining, surrounding owner or of the City ?
- ii) the adjacent road reserve, right of way, or other property under the care, control and management of the City or any other public authority?

Yes  No

Provide details of any equipment, which may cause excessive vibrations and attach **management details certified by an appropriately qualified consultant.**


**Excavation Management**

(Assessment by Building Section & Technical Officer)

Are there any **excavation** works proposed that could possibly cause damage to:

- i) the property of an adjoining, surrounding owner or of the City ?
- ii) the adjacent road reserve, right of way, or other property under the care, control and management of the City or any other public authority?

Provide details of how land is to be retained as part of the excavation works to ensure there is no movement of or impact to adjacent properties and attach **management details certified by an appropriately qualified consultant.**

**NOTE:** The City does not encourage Sheet Piling and encourages less intrusive methods of ground retention.

**Dilapidation Report**

(Assessment by Building Section & technical Officer)

If you answered yes to any of the matters, relating to Earthworks and associated Matters, the City may require submission of a Dilapidation Report. This will ensure that any damage arising from the works can be clearly identified.

Dilapidation surveys attached?

Yes  No

**Item 6: Site Plan**

Please attach a scaled site plan with your application indicating the following:

- Location of all of the City's infrastructure, such as street trees, signage, kerbing, drainage, street lights and power poles
- Where materials will be unloaded
- Where materials will be stored
- Location of waste disposal bins
- Location of materials hoist
- Location of temporary sanitary facilities
- Location of any proposed work zones, if any
- Location of any hoardings or gantries
- Location of scaffolding
- Detailed landscaping plan
- Location of crossovers or other access points
- Location of wash down areas for trucks
- Parking arrangements for work site personnel
- Any proposed redirection of pedestrian traffic
- Parking for concrete and delivery trucks
- Perimeter fencing
- Public Safety and Traffic Management

**Acceptable scales 1:100 or 1:200**

**Item 7: Applications for Permits and Other Approvals**

The Demolition Management Plan is a requirement of Planning and Building approval **BUT DOES NOT NEGATE** the requirement for separate applications and approvals for such items as:

- Road and footpath closures/obstructions;
- Workzones;
- Gantry and hoardings;
- Worksbond inspection request;
- Use of parking bays;
- Asbestos Removal;
- Noise Management Plan;
- Signs.

Pleas contact the City on 9273 6000 to request the above applications forms as required.

**Item 8: Indemnification**

Upon submission of the Demolition Management Plan, the applicant undertakes to indemnify the City of Vincent against ALL claims which may be made against the City 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 Vincent, during all periods when the reserves are in use due to the works associated with the development. The applicant should also provide evidence of Public Liability Insurance.

**DECLARATION**

I accept responsibility for ensuring compliance with the Local Laws, Statutes and conditions pertaining to use of the Road Reserve and City Property on behalf of the afore named organisation.

**APPLICANT'S SIGNATURE**

**APPLICANT'S NAME**

**DATE**