

Construction Management Plan Checklist

Project Details

Site location / address: _____

Development name: _____

Company name and address: _____

Demolition contractor (if applicable): _____

	NAME	PHONE	EMAIL
Company / Building Director			
Owner / Developer			
Project Manager (PM)			
Contract Administrator (CA)			
Site Manager (SM)			
After hours contact (for Council)			
After hours contact (for public)			

Construction Schedule

STAGE	START DATE	COMPLETION DATE	COMMENTS
Environmental management works (if applicable)			
Site preparation and hoarding installation (if applicable)			
Demolition Works (if applicable)			
Piling and excavation			
Below ground construction / basement			
Above ground construction			
Fit out works			
Completion			

Element One

Public Safety, Amenity & Site Security

- Safe and secure site.
- Demand for occupation of the street and protection of Council assets is well managed.
- The building site is kept neat and tidy to maintain public safety and local amenity.
- Consultation with relevant stakeholders in the area as to what impact if any the proposed works will have.

		Yes	No	N/A	Details
PERMITS & APPROVALS					
1	Is a Planning Permit required for the works? If so give details of the permit and Planner.				Permit No Council Planner
2	Is a Building Permit required for the works? If so give details of the permit and Building Surveyor.				Permit No Building Surveyor
3	Is a permit required to erect a gantry, overhead protective awning over the road or footpath? If yes provide details.				Permit No Details
4	Are there different types of overhead protection required for different stages of the project? If yes, please provide details.				
5	Is the site on a main road? If so has VicRoads approval been obtained and approval included?				Vic Roads Ref No
6	Is Demolition required for these works? If so please give details.				Permit No Building Surveyor Demolition Contractor
7	Will you need to occupy any footpath, naturestrip or any other Council land other than included in any Hoarding Permit for construction purposes? If so please provide details.				
PUBLIC SAFETY & SIGNAGE					
8	Will pedestrian flow be maintained on adjacent footpaths? Refer to AS 4687-2007 Temporary Fences and Hoarding.				
9	Are lighting, safety signage and traffic controls provided in accordance with AS 1742 Series Manual of Uniform Traffic Control Devices and/or Council Requirements?				
10	Are any temporary or permanent changes to street lighting required? If so has Council approval been granted? Please provide details.				

		Yes	No	N/A	Details
OCCUPATION OF PUBLIC DOMAIN					
11	Does the Builder agree to repair any damage to the footpath, road, kerb & channel, stormwater drains and street furniture that results from any construction activities?				
12	Has an Asset Protection Permit (APP) been obtained for the development? Has the appropriate security bond been paid?				Permit No
13	Has a dilapidation survey of the surrounding footpath/roadway been undertaken? If so has a copy been submitted to Council?				
14	Does the street or footpath need to be occupied by Builders? If so advise how the public will be protected from construction activities including vehicle loading and unloading in the public domain.				
15	If the street or footpath needs to be occupied for construction activities has a permit with Council's Property Services Department been obtained?				
16	Will a crane be used for the development? Has a plan showing the crane location been provided?				
17	Will the pedestrian area allow for safe travel of wheel chair, mobility scooters, prams etc without obstruction?				
EXCAVATIONS					
18	Have excavations adjacent to or in close proximity to a road or pathway been designed to support the road or pathway in accordance with AS 4687-2007 Temporary Fences and Hoarding.				

		Yes	No	N/A	Details
19	How are trucks leaving the site going to be managed so that soil, mud and other site debris is prevented from leaving the site?				Please detail specific preventative measures to be utilised (e.g. rumble grids, wheel washes, crushed rock / gravel, street sweeping etc.).
GENERAL MANAGEMENT					
20	Are there private trees or naturestrip trees that need to be protected where they are near the demolition and/or construction activities?				
21	Do precautions for public protection within the street/public domain comply with the Building Regulations, local law and Work Safe Requirements?				
22	Do you agree to remove graffiti, posters or stickers on hoardings and fencing on a weekly basis or immediately if they are offensive in nature?				
23	Are any dangerous chemicals being stored on site? Appropriate signage must be in accordance with AS 1216-1995 Class Labels for dangerous goods.				

Element Two

Traffic Management

Minimise disruption to traffic (vehicles, pedestrians and cyclists) caused by construction activities to ensure the safety of all road users.

		Yes	No	N/A	Provide Details
1	Have you identified cranes, hoardings, storage areas, hoisting zones, site amenities/sheds, gantries, and other overhead protection?				
2	Is the site adjacent to a VicRoads main road? If so has VicRoads approval been obtained and included?				Vic Roads Permit No:
3	Will there be any changes required to the current speed limit? If so has VicRoads approval been obtained to change the speed zone?				Vic Roads Permit No:
4	Have TMP's been provided for the various truck types & construction activities accessing the site?				
5	Have you included a plan showing truck access routes from major roads and highways to site?				
6	Have swept path diagrams been provided for the largest truck sizes accessing the site?				Largest Truck Size:
7	Will any parking bans be required to be implemented due to truck turning movements?				Largest Truck Size:
8	Will accredited traffic controllers be provided to coordinate traffic flow around the site, surrounding roads and footpaths? If so provide details.				
9	Have you provided details / plan showing where contractors will be directed to park their vehicles that will cause least disruption to the local amenity? Have you provided a Contractor Parking Plan?				
10	Will the construction works impact on the regular waste collection activities? If so how will this be addressed?				

Element Three

Stakeholder Engagement

Proactively engage and keep informed residents, businesses, traders and the broader community on construction impacts.

Provide timely information and notification to persons directly impacted by building activities and provide management of impacts to minimise disruption / inconvenience by detailing the method(s) of communication.

		Yes	No	N/A	Provide Details
1	Have you provided a map indicating properties that will be impacted by the works?				
2	Have you provided information outlining strategy for communicating construction works to neighbouring properties?				
3	Have you included a 'sample letter/s' that will be forwarded to neighbouring properties to advise of traffic management changes due to the construction works?				
4	Do you agree to provide emergency contact and specific management for enquiries on site display and detail in the CMP?				
5	Have other impacted Government & Infrastructure agencies been consulted on the proposed construction practices? (eg VicRoads/ Metro Rail / EPA)				
6	Do you agree to include reference to stakeholder engagement and best practice at your site induction as included in these guidelines?				

Element Four

Operating Hours, Noise and Vibration Controls

- To minimise the impact of noise and vibration on the immediate neighbourhood.
- To provide a framework to plan and cater for construction activities outside of normal hours.
- To minimise the likelihood of damage to adjacent buildings and structures.

		Yes	No	N/A	Provide Details
1	Have you included proposed working hours for the site in the CMP?				
2	Do you agree to abide by the EPA regulations for noise and construction working hours?				
3	Will any out of hours work be required during the construction? If so please provide further details.				
4	Will any excessive noise be emitted from any plant or construction activity on the site? If so, provide further details.				

Element Five

Air Quality & Dust Management

That air quality (airborne dust and pollutants) in and around a construction site is managed and maintained at acceptable levels throughout the construction period to prevent unacceptable impact on the immediate and surrounding area.

		Yes	No	N/A	Provide Details
1	Have you specified any equipment type that may be used and may cause excessive dust and/or effect air quality? If so please provide further details on how this will be managed.				
2	Have you identified what measures will be taken to minimise excessive dust and air quality when the site is unattended?				
3	Is the perimeter fencing / hoarding designed to prevent dust affecting the public and surrounding areas? If so provide further details.				
4	Have you identified how trucks and other vehicles leaving the site will be managed so that airborne dust is minimised?				

Element Six

Stormwater and Sediment Control

Prevent contamination of, or damage to, stormwater drains and waterways. Ensure sediment from the building site is retained on-site during construction work.

		Yes	No	N/A	Provide Details
1	Waste materials and groundwater from de-watering the site may not discharge to the Council stormwater system. Do you have approval to discharge to a temporary legal point of discharge? If so please provide details?				
2	Do you agree not to discharge any ground water to the Council stormwater system?				
3	Have you obtained the legal point of discharge from Council? Is this included in the CMP?				
4	Has the internal stormwater drainage system been signed off by Council's Drainage Department?				
5	Will you provide sediment logs or filters on any nearby Council stormwater pit to ensure construction debris/runoff does not enter Council's stormwater system?				
6	Do you agree to obtain a road opening permit / stormwater tapping permit for any connection to Council's stormwater system?				
7	Will you have an on-site truck/vehicle/equipment wash down area? If so please provide further details including location.				

Element Seven

Waste & Materials Reuse Management

Maximise the re-use and/or recycling of construction materials. Waste material to be collected and stored on-site until removed.

		Yes	No	N/A	Provide Details
1	Do you have a waste management plan? If so have you provided further details in the CMP?				
2	Do you require a skip bin permit to place a skip on Council land (road or footpath)?				
3	Do you agree to remove any hazardous or dangerous materials from the site in accordance with State and Federal legislation including WorkSafe requirements?				
4	Do you agree to provide self-closing lids for outside bins to ensure waste does not become airborne?				
5	Do you agree to regularly clean site fencing if there is any trapped litter and debris?				

I _____

have due authorisation and delegation to sign off the Construction Management Plan on behalf of the company specified above and take responsibility for ensuring compliance with the commitment specified herein and the City of Kingston Construction Management Guidelines (October 2016), the City of Kingston Community Local Law and any other relevant legislation.

Signed _____

Name _____

Company Name _____

Title _____

Date _____