



# Construction Management Plan (CMP) Application

## About this form

This form is to be used to submit a Construction Management Plan (CMP) required by a condition of development consent within the Municipality of Woollahra.

If a CMP is required as a condition of development consent, failure to comply with this condition is a breach of consent and may result in fines and proceedings to stop work.

Please note that the process for approval of a Construction Management Plan can take up to 8 weeks.

## ▼ Principal Contractor (Applicant)

### Applicant Details

(Person lodging application and main contact for CMP)

Company name: .....

Contact person: .....

Postal address: ..... Post Code: .....

Phone (Bus) ..... Mobile: .....

E-mail: .....

## ▼ DA and Site Details

### Development Consent for Works you are carrying out

Property No./Street: ..... Suburb: .....

DA Number: ..... DA Approval Date: .....

Is a Works Zone required as part of the DA Consent?  YES  NO

Your Works Zone application **will not** be assessed until your CMP has been approved.

## ▼ What is a Construction Management Plan (CMP)?

### Overview

The objective of a CMP is to plan works so as to minimise the impacts of construction activities on:

- Neighbours,
- Nearby residents,
- Users of public footpaths and roads,
- Parking in the vicinity of the site,
- Surrounding streets used to access the site,

A CMP is a self-contained document that outlines the nature of the construction project in terms of what work will be carried out at each stage, vehicles that will be used, numbers of vehicles accessing the site, sizes and types of vehicles that will be used and routes that will be taken. It will need to include plans that show the recommended routes for vehicles travelling to and from the site as well as access to the site and locations of proposed Works Zones.

A CMP must be distributed to drivers of construction vehicles that need to access the work site and it must provide them with the information that they require in relation to access routes, areas for delivery, access points to the site, parking etc.

A CMP must make provision for all materials, plant, etc. to be stored within the development site at all times during construction.

A CMP (once approved) defines the way that the construction work will be carried out. It may not be revised once approved.

## ▼ Construction Management Plan Checklist

### Construction Management Plan Checklist

(Please tick relevant response and if you answered 'No', provide explanation in the space provided below)

#### Does the attached Construction Management Plan (CMP):

1. Detail the scope of the works to be completed including details of the various stages, e.g. Demolition, Excavation, Construction etc. and the duration of each stage?  
 YES    NO
2. Identify local traffic routes to be used by construction vehicles?  
 YES    NO
3. Identify ways to manage construction works to address impacts on local traffic routes?  
 YES    NO
4. Detail how construction workers will travel to and from the site and parking arrangements for those that drive?  
 YES    NO
5. Identify any proposed road closures, temporary traffic routes, loss of pedestrian or cyclist access or reversing manoeuvres onto a public road and provide Traffic Control Plans (TCPs) prepared by an accredited RMS Red or Orange card holder to manage these temporary changes?  
 YES    NO
6. Detail the size (including dimensions), numbers and frequency of arrival of the construction vehicles that will service the site for each stage of works?  
 YES    NO
7. Provide for the standing of vehicles during construction?  
 YES    NO
8. If trucks are to be accommodated on the site, provide a scaled drawing showing where the construction vehicles will stand and the vehicle swept path to show these vehicles can access and egress the site in a forward direction (including dimensions and all adjacent traffic control devices, such as parking restrictions, pedestrian facilities, kerb extensions, etc.)?  
 YES    NO
9. If trucks are to be accommodated on Council property, provide a scaled drawing showing the location of any proposed Works Zone (including dimensions and all adjacent traffic control devices, such as parking restrictions, pedestrian facilities, kerb extensions, etc.)?  
 YES    NO
10. Show the location of any site sheds and any anticipated use of cranes and concrete pumps and identify the relevant permits that will be required?  
 YES    NO

**▼ Construction Management Plan Checklist cont...**

**Construction Management Plan Checklist Cont.**

- 11. If a crane/s are to be accommodated on site, detail how the crane/s will be erected and removed, including the location, number and size of vehicles involved in the erection/removal of the crane/s, the duration of the operation and the proposed day and times, any full or partial road closures required to erect or remove the crane/s and appropriate Traffic Control Plans prepared by an approved RMS Red or Orange Card holder.  
 YES    NO
  
- 12. Make provision for all materials, plant, etc. to be stored within the development site at all times during construction? (Note: Structures or works on Council property such as hoardings, scaffolding, shoring or excavation need separate approval from Council. Standing of cranes and concrete pumps, etc. on Council property will need approval.)  
 YES    NO
  
- 13. State that any oversized vehicles proposed to operate on Council property (including Council approved Works Zones) will attain a Permit to Stand Plant on each occasion? (Note: Oversized vehicles are vehicles longer than 7.5m or heavier than 4.5T).  
 YES    NO
  
- 14. Show the location of any proposed excavation and estimated volumes.  
 YES    NO
  
- 15. Detail that when excavation works are to be undertaken on school days, all vehicular movements associated with this work shall only be undertaken between the hours of 9.30am and 2.30pm, in order to minimise disruption to the traffic network during school pick up and drop off times.  
 YES    NO
  
- 16. Show the location of all Tree Protection (Exclusion) zones (Note storage of building materials or access through Reserve will not be permitted without prior approval by Council).  
 YES    NO

**Please note that the process for approval of a Construction Management Plan can take up to 8 weeks.**

Incomplete Construction Management Plans cannot be assessed. In order to ensure minimal delays in the assessment and approval process, please ensure that you have answered 'Yes' to all items in the above CMP Checklist or where you have answered 'No', provide an explanation below:

*(Add additional pages if required)*

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Add additional information (continued)

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**▼ Fees (valid until 30 June 2018). All fees are GST exempt.**

Fee Type	Fee \$	Receipt Code
<b>Application &amp; Processing Fee</b> (includes application fee and processing time)	\$582.00	T543
<b>Additional Assessment and/or Review</b> Any additional time (over three hours) to be charged at \$194 per hour	\$194.00	T543
<b>Resubmission Fee</b> This is where an applicant must significantly revise their CMP and it requires reassessment.	\$388.00	T543
<b>Fast Track Application Fee – In addition to the application fee</b> (process CMP Application with less than two weeks’ notice given)	\$388.00	T543

**▼ Signatures**

**Your declaration**

(Council will not process this application without this signed acknowledgement).

I, ..... (the Applicant) have read and understand the ‘What Is A Construction Management Plan’ section of this form and have answered ‘Yes’ to all items in the above CMP Checklist, or where I have answered ‘No’, I have provided a reasonable explanation as to why in the space provided.

I acknowledge that the entire processing time and approval process for a submitted CMP can take up to 8 weeks.

☒ Signature: ..... Date: .....

## ▼ How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** Customer Service  
on 9391 7000

**Payment methods:**

### Credit Card Payment Form

Complete the credit card payment form on page 7 and submit with your application.

### In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

### By Mail

- For credit card payments, please complete the attached "Credit Card Payment" form.

- For cheque payments, please make payable to Woollahra Council.

### Acknowledgement

You will receive a receipt specifying the amount of fees paid.

### Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Take the train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

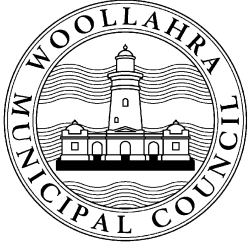
**Parking:** Short-term customer parking spaces are available on site. On-street parking in nearby streets is also available.

<p>To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (<i>refer receipt for details</i>) <i>Retain your receipt as proof of lodgement of the application.</i></p> <p><input checked="" type="checkbox"/> Receiving Officer: .....Date: .....</p> <p><input checked="" type="checkbox"/> Cashier: .....Date: .....</p>	<b>OFFICE USE ONLY</b>		
	Fee Type	Receipt Code	Fee \$
	Application / Processing fee	T543	\$582.00
	Additional assessment and/or review	T543	
	Resubmission fee	T543	
	Fast Track Application fee	T543	
Total:			

## ▼ Privacy Notification

The personal details requested on this form are required under the *Local Government Act 1993* and the *NSW Road Rules 2014* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

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# Credit Card Payment Form

**All credit card payments will incur a processing fee, currently 1%**

Payments should be sent to: Woollahra Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

OR

PO Box 61  
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

### Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA															
Full Name on Credit Card																			
Credit Card No.				--					--										
Card Expiry Date			--			Total Amount Paid	\$												
Cardholder's Signature																			
Date							Contact Phone No.												

### Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

### Payment For

Council Reference eg DA No. etc

Address (where applicable)

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### PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	.....	
	Date	.....	