Construction Management Plan

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.

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

Principal contractor (applicant) details *(Person lodging application and main contact for CMP)*

Company name:	
Contact name:	**ABN / ACN:**
Postal address:	
Phone:	**Email:**

DA and site details

Street no(s):	**Street name:**
Suburb:	
DA no:	**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)?

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
(Please tick relevant response and if you answered "No", please provide an explanation in the space below)

Does the attached Construction Management Plan (CMP):

		Yes	No
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: ☐
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)

Applicant's declaration

I, [_____] declare that I 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.

Applicant's signature   **Date**

Schedule of Fees *(Fees are valid until 30 June 2024)*

Type of fee	Fee or charge	Receipt code
Application and processing fee (includes application fee and processing time)	$680.00	T543
Additional Assessment and/or Review Any additional time (over three hours) to be charged at $202 per hour	$227.00	T543
Resubmission fee This is where an applicant must significantly revise their CMP and it requires reassessment	$453.00	T543
Fast track application fee – in addition to the application fee (process CMP Application and commence assessment with less than two weeks' notice given)	$481.00	T543

Privacy

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In Person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

Payment methods:
Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY

CSO name:

Application & processing fee (T543)

Fast track application fee (T543)
(if required)