



# Construction and Demolition Management Plan Pro-Forma Application

## Instructions

The completed Construction and Demolition Management Plan Pro-Forma Application (CMP) is to be submitted for approval, prior to making submission of an application for a Building or Demolition Permit.

To keep processing time to a minimum, please:

- Submit only those supporting documents requested in this application.
- Do not submit your company's internal operational procedures or policies.
- Ensure documents you provide are indexed and match the pro-forma index being addressed.

Please print clearly in the spaces provided and tick the relevant options.

## Application Type *(please tick as appropriate)*

Construction Management Plan

OR

Demolition Management Plan

## Project Period *(expected start and end dates mm/yyyy)*

Start Date

		/	2	0		
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End Date

		/	2	0		
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## Site Details

Lot No. \_\_\_\_\_

Street No. \_\_\_\_\_

Street \_\_\_\_\_

Suburb \_\_\_\_\_

## Development Application Approval

Provide the Development Application Approval number for this development.

Development Application Approval

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## Company Details

Business Name \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

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## Site Manager Details

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Mobile \_\_\_\_\_ Telephone (business) \_\_\_\_\_

Email 1 \_\_\_\_\_

Email 2 \_\_\_\_\_

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## 1. Managing Public Safety and Site Security

### 1.1. Essential Site Contact Person *(contactable 24 hours a day)*

All noise and nuisance complaints are to be managed onsite in the first instance. Signage specifying any security measures and contact details of an essential site person who is contactable 24 hours a day must be erected at the entrance.

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Mobile \_\_\_\_\_

### 1.2. Community Information and Engagement Plan *(please tick as appropriate)*

*(Not required for Single Residents and Out Buildings – Select N/A)*

A Community Information and Engagement Plan is to be prepared detailing how the local community and businesses within 100 metre radius of the site will be kept informed on the progress of the development. The City may request a larger area than 100-metres.

An initial community information letter is to be delivered prior to the commencement of the project, thereafter at 6 monthly intervals. The community information letter must include the following:

- Business Name, Address, Phone No. and Email Address.
- Site Manager's Name and Mobile Phone No.
- Project Period – expected commencement and completion dates.
- Project Details – purpose of works (Construction of ... or Demolition of ...).
- The letter shall state that all complaints should be addressed to the Site Manger.

- Community Information and Engagement Plan is attached.    OR     - N/A

### 1.3. Complaints Management Plan

A Complaints Management Plan is to be prepared detailing how complaints will be actioned. The designated Site Manager is to promptly respond to all complaints. All parking and noise complaints must be actioned within one hour of receiving the complaint.

A Complaints Register is to be accurately maintained and upon request, made available to the City. The complaints register must include the following:

- Name of person making the complaint.
- Date and time of complaint.
- Action taken to resolve the complaint.

- Complaints Management Plan is attached.

### 1.4. Public Safety and Site Security

Public safety provisions and security measures will be required to prevent unauthorised access to the site. Provide details of how public safety provisions and security measures will be implemented to prevent unauthorised access to the site.

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## 2. Managing Footpaths, Verges and Roads

### Protection of City Assets

The developer, builder or demolition contractor (contractor) is responsible for the protection of the City's assets during the works. This includes ensuring street trees are protected, drainage gullies, roads, footpaths and tree pits remain free from any sand or debris emanating from the site.

### Work Bonds

In accordance with the current City of Perth Schedule of Fees, a works bond deposit will be individually assessed for the project and where a works bond is required, the works bond amount must be paid prior to issue of the building or demolition permit.

The contractor will be responsible for all reinstatement costs of the road reserve during and on completion of works. All reinstatements to comply with the City's Design and Construction Notes.

On completion of all works, the contractor is to submit to the City, a Notice of Completion (BA7) and where a works bond was paid, can then apply for a refund using the City's online website system.

### Power, Gas and Water Services

The City does not support services to be located on the road reserve, all services must be located within the property.

## Road and Footpath Obstructions, Traffic and Pedestrian Management Plans

An Obstruction Permit from the City is required if any part of the road reserve (road, footpath verge, laneway or mall), is to be obstructed by workers, material, trucks, cranes, bins or the like, for any period during the construction or demolition works.

A Traffic and Pedestrian Management Plan (TMP) is a requirement of the Obstruction Permit process and will be assessed when making application for an obstruction permit. A TMP is to be designed and implemented by a Traffic Company registered with Main Roads WA. The TMP is to identify and resolve any potential traffic and pedestrian issue that could arise

Apply online on the City's website for an obstruction permit and attach your TMP to that application.

Please do not attach the TMP to the CMP application, it will not be assessed.

### 2.1. Site Plan

Submit an appropriately scaled 1:100 or 1:200 site plan showing the exact locations of existing City assets and any proposed temporary facilities of:

Existing City Assets to be included in Site Plan:		Shown (Yes or N/A)
1.	Kerbing.	
2.	Street trees.	
3.	Seats.	
4.	Bins.	
5.	Signage.	
6.	Drainage gully.	
7.	Light and Power poles.	
8.	CCTV poles.	
Proposed Temporary Facilities to be shown in Site Plan:		Shown (Yes or N/A)
1.	Hoarding, gantry or scaffold structures, if on road reserve.	
2.	Work zone area, if on road reserve.	
3.	Temporary crossover, if on road reserve.	
4.	Site sheds and Amenities, not supported on road reserve.	
5.	Material hoist or concrete mixer, if on road reserve.	
6.	Waste disposal bin locations.	
7.	Washdown area for excess concrete from trucks and pumps. <i>Not supported on road reserve and must not washdown into tree pit or stormwater system.</i>	
8.	Washdown area for truck wheels to prevent soil on roads.	

Note, separate applications for permits are required to install any temporary facility on the road reserve (roads, footpath, verge etc).

- Site Plan showing City Assets and Proposed Temporary Facilities is attached.

## 2.2. Dilapidation Report

The City requires a Dilapidation Report to be submitted detailing the current condition of all City assets adjacent to the worksite. It is also recommended a separate dilapidation report for your records be undertaken of any existing damage to adjacent buildings prior to any works commencing, do not submit this report.

- Dilapidation Report of City Assets only is attached.

## 2.3. Street Trees and Vegetation Management and Protection

The City will not support the removal or detrimental pruning of any street tree or vegetation to facilitate a development. In accordance with AS 4970, street trees must be protected.

If the development could affect any street tree, vegetation or developed parks, a Vegetation Management Plan and/or Tree Management Plan must be developed in conjunction with a City of Perth Parks representative and be submitted for approval. If the works could affect a heritage listed or significant tree, the Tree Management Plan must be developed by a suitably qualified Arborist and submitted for approval. In this scenario, a Development Application may be required, even if the works are minor in nature. A project Arborist must be employed by the contractor to oversee tree protection.

Provide details how Street Trees and Vegetation will be protected. Write 'N/A' if not applicable.

- Where required, Vegetation and/or Tree Management Plan is attached.

## 2.4. Parking Provisions for Worksite Personnel

Adequate parking provisions for worksite personnel should be arranged. Any illegal parking on verges, footpaths, in restricted areas or overstaying the permitted parking sign restriction will incur a penalty. Provide details of parking arrangements for worksite personnel.

## 2.5. Signs on Hoarding, Gantry, Scaffold or Work Structures

Provide details of any display sign proposed on the street frontage or within view of public areas exceeding 1m<sup>2</sup> and will be in position for longer than 3 months. Write 'N/A' if not applicable.

## 2.6. Retaining Wall on Site Boundary to Road Reserve

If a retaining wall (Sheet Piling, Diaphragm Wall, or Secant Wall, etc) is proposed on the site boundary to the road reserve, submit for City approval:

- A detailed drawing designed and certified by a practising Engineer is attached.

## 2.7. Ground Anchors

If Ground Anchors into the road reserve are proposed, submit for City approval:

- A detailed drawing designed and certified by a practising Engineer is attached, showing extent of ground anchors having a minimum depth clearance of 750mm from ground level.
- CCTV inspection report of City stormwater drainage system in vicinity of anchors attached.
- Evidence from affected service providers stating no objection to the proposal are attached.

## 2.8. Ground Stabilisation or Underpinning

If Ground Stabilisation or Underpinning into road reserve is proposed, submit for City approval:

- A detailed drawing designed and certified by a practising Engineer is attached.

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## 3. Environmental Management

### Environmental Plan

To ensure compliance with OSH and Environmental Protection Act requirements, you need to give due consideration to all activities that could cause noise, vibration, dust, sand and other disturbances to nearby businesses, noise sensitive premises and the general public. Due consideration should also be given to the impact of any dewatering, acid sulphate soils and hazardous materials.

### Noise Management

In accordance with the *Environmental Protection (Noise) Regulations 1997* (Regulation 13):

- Construction work being undertaken shall comply with the control of environmental noise practices set out in the AS 2436-2010 Guide to Noise Control and Construction, Maintenance and Demolition Sites (Clause 6).
- Equipment used for the construction or demolition work must be the quietest reasonable available.

### Work Hours

Permissible work hours are from 7am -7pm Monday to Saturday. Any other hour or day, which include Sundays and Public Holidays, is considered to be out of hours and can only be approved where the works are essential and cannot be carried out during normal hours. Applications for out of hours construction work must include a Noise Management Plan and must be submitted for approval at least 7 days prior to the construction or demolition work commencing.

### Control of Sand and Dust

The builder or demolition contractor is to take appropriate measures to control the drift of sand and dust from the site, including frequent sweeping of roads and footpaths.

## Control of Vibration

If any building operations or earthworks involve the use of equipment that could cause damage by vibration or settlement to the surrounding or nearby properties or to the adjacent road reserve or laneway, will require a BA20 submitted when making application for building or demolition permit.

## Hazardous Material Management

The purpose of a Hazardous Material Management Plan is to limit potential exposure during demolition and to ensure the transport and disposal of the hazardous waste is in accordance with the Health (Asbestos) Regulation 1992 and the Environmental Protection (Controlled Waste) Regulation 2004.

The removal of any amount of friable asbestos must be carried out by a licensed person or business in accordance with the Occupational Safety and Health Act 1984.

In accordance with Australian Standard AS 2601 – Demolition of Structures – A Hazardous Material Survey must be conducted to identify the presence of hazardous material such as:

- Asbestos.
- Lead or lead components.
- Polychlorinated Biphenyls.
- PCB's.
- Any other hazardous materials.

## Waste Material Recovery

Construction and demolition sites create half of Western Australia's waste stream and therefore, the City encourages builders to plan to achieve maximum material recovery through their waste collection and processes. Builders should aim to meet the state target of a minimum 75% material recovery.

### 3.1. Dewatering

If dewatering into the City's drainage system is proposed, then a Geotechnical Report and a Dewatering Management Plan is to be submitted for review. Approval will be subject to water being suitably treated and managed prior to disposal. If the area is subject to Acid Sulphate Soils or other contaminants, then discharging into the City's drainage system will not be permitted.

If dewatering into the City drainage system, then:

- Geotechnical Report is attached.
- Dewatering Management Plan is attached.

### 3.2. Stormwater Management Plan

The City does not support diverting stormwater runoff from a construction site into City drains.

Acknowledging not all sites require stormwater management during construction, however, if stormwater management is required, then provide a Stormwater Management Plan detailing how the stormwater will be managed onsite.

- Stormwater Management Plan is attached.

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## 4. Access Through or Storage on Private Property

### 4.1. Access Through Adjoining Property

If access through an adjoining property, Right-of-Way, or Reserve is required, the contractor is to obtain written authorisation from all affected property owners. A detailed site plan showing the proposed access path and a copy of the written authorisation letters to be provided to the City.

- Site Plan showing proposed Access Path is attached.
- Written Authorisation Letters from all affected properties are attached.

### 4.2. Storage on Private Property

If another property will be used for storage of materials or other associated construction uses, the contractor is to obtain and provide to the City, written authorisation from all affected property owners. A Planning Approval may also be required.

- Written Authorisation Letters from all affected properties are attached.

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## 5. Tower Cranes

### 5.1. Tower Cranes in Protected Airspace

The City is within the Perth Airport protected airspace and in accordance with the Airport Act 1996, use of a tower crane in the protected airspace requires the contractor to apply in writing to the airport 28 days prior to the proposed activity.

Where a tower crane is proposed, the contractor is required to provide the City with a copy of the airport approval.

More information can be found at: -  
Department of Infrastructure, Regional Development and Cities Website:  
<https://infrastructure.gov.au/aviation/safety/protection/crane.aspx>

Perth Airport Website:  
<http://perthairport.com.au/home/corporate/planning-and-projects/airspace-protection>

- A copy of Airport Approval is attached.

### 5.2. Tower Cranes in Adjoining Airspace

Any use of the adjoining airspace, including over the road reserve, will require the contractor to obtain and provide to the City, a written authorisation letter from the affected property owners.

Note, use of the airspace over the road reserve requires written authorisation from the City.

- Written Authorisation Letters from all affected properties are attached



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## 6. Applicant Authorisation

- By ticking this box, I confirm that:

- I understand that the construction and demolition management plan is a requirement of Planning and Building approval BUT DOES NOT NEGATE the requirement for separate applications and approvals as listed in this document.
- Upon submission of the Construction and Demolition Management Plan, the applicant undertakes to hold the City of Perth indemnified against all claims which may be made against them 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 Perth, during all periods when the reserves are in use.
- I have read and understood the above information and I accept responsibility for ensuring compliance with the Construction and Demolition Management Plan, City of Perth Local Laws, Statutes and any conditions pertaining to use of the Road Reserve and City Property on behalf of the afore named business.
- I understand that this form authorises the City of Perth to reproduce any documents associated with this application for internal purposes only.
- I have read and agree to abide by the associated Terms and Conditions. I also confirm the information I have provided in this form is accurate. (A signature is not required on forms lodged electronically and submissions will be treated in accordance with the *Electronic Transactions Act 2011 (WA)*.)

Signature \_\_\_\_\_  
(for hardcopy submission only)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(DD/MM/YYYY)

**This form is available in alternative languages and formats on request**

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## 7. Lodgement Options

### In Person

City of Perth  
Customer Service Counter  
Ground Floor, 27 St Georges Terrace, Perth

### By Post

Development Approvals Unit  
City of Perth, GPO Box C120  
Perth WA 6839

Office Hours – Monday to Friday 8.30am to 4.30pm (Except Public Holidays)

### By Email

Email the completed form to [building@cityofperth.wa.gov.au](mailto:building@cityofperth.wa.gov.au)