

Construction Plan Template

**Project Name**



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# CONSTRUCTION MANAGEMENT PLAN TEMPLATE

**Project Details**

Site address ……..…………………………………………….…………………… Planning Permit number ……..…………………………………………….…………………… Date Permit issued ……..…………………………………………….…………………… Company name ……..…………………………………………….……………………

Director’s name ……..…………………………………………….……………………

Business address ……..…………………………………………….……………………

Mobile number ……..…………………………………………….……………………

Email address ……..…………………………………………….……………………

**On site contact person responsible for Construction Management Plan compliance**

Name ……..…………………………………………….……………………

Contact number ……..…………………………………………….…………………… After hours contact number ……..…………………………………………….……………………

**Contact person in control of the site (if different from above)**

Name ……..…………………………………………….……………………

Contact number ……..…………………………………………….…………………… After hours contact number ……..…………………………………………….……………………

**Construction Works**

Is construction in stages?  Yes  No

If Yes give details, including proposed dates.

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Demolition ……..…………………………………………….……………………

……..…………………………………………….……………………

Excavation ……..…………………………………………….……………………

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Construction ……..…………………………………………….……………………

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Is your company in control of the site during this stage of work  s No

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Signed ……………………………………………………… Date ……………………….

**CONSTRUCTION MANAGEMENT PLAN TEMPLATE**

Details of signage specifying any security measures and contact details, safety signage, etc.

**Element A1: Public Safety, Amenity and Site Security**

Objective:

* To adequately protect the community from activities occurring on building sites
* To effectively manage occupation of the street and protection of community assets
* To ensure construction sites are kept safe, secure, neat and tidy.

A detailed site plan must be provided as Appendix 1. The plan should clearly identify the location of:

• The property boundary and footprint of the ground floor

• Proposed tower crane/s

• Onsite parking and amenities, i.e. site office, toilets, lunch room

• Vehicle and pedestrian access points and internal circulation

• Hoardings (including those outside the property boundary).

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| **Requirements** | **Measures to be Implemented** |
| **1.1 Safety and Security**  *Matters to consider include:*   * *Security measures* * *WorkSafe requirements* * *Site fencing* * *Traffic controls* * *Lighting* * *Material Storage* * *Excavations* | A detailed site plan must be provided as Appendix 1. The plan should clearly identify the location of:   * The property boundary and footprint of the ground floor * Proposed tower crane/s * Onsite parking and amenities, i.e. site office, toilets, lunch room * Vehicle and pedestrian access points and internal circulation * Hoardings (including those outside the property boundary). |
| **1.2 Signage**  *Matters to consider include:*   * *Site emergency contact details* * *Planning permit signage requirements* * *Impact on pedestrians* | Details of signage specifying any security measures and contact details, safety signage, etc. |

• An Asset Protection Permit is required from Council’s Engineering Operations Unit for works in a Council road reserve - identify work area for plant and equipment.

• A permit is required from Council’s Health and Local Laws Unit to use mobile cranes or towers.

• Obtain all necessary permits to occupy and use the space on the footpath from Council (for local roads) and VicRoads (for arterial roads).

• Detail public protection measures, i.e. barriers, placement of skip bins, impacts of mobile lifting equipment to public areas, traffic management, tradesperson/contractor parking.

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| **Requirements** | **Measures to be Implemented** |
| **1.3 Public Areas**  *Matters to consider include:*   * *Dilapidation report* * *Public protection from construction activities* * *Cranes/mobile lifting equipment* |  |
| **1.4 Street Space Occupation, Excavation and Site appearance**  *Matters to consider include:*   * *Pedestrian access* * *Protection works notice* * *Excavations adjoining existing buildings* * *Securing materials* * *Truck cleansing* * *Hoardings maintenance* |  |

 ***Attach any additional documents as Appendix 1***

Signed ……………………………………………………… Dated ……………………….

**Element A2: Operating Hours, Noise and Vibration Controls**

The EPA regulations can exempt some types of large scale residential premises under construction from application of the items and times under the Residential Noise Regulations.

Objective:

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

The Residential Noise Regulations prohibit the use the of tools during the following times:

• Monday to Friday before 7.00am and after 8.00pm

• Weekends and public holidays before 9.00am and after 8.00pm.

A request to vary these hours must be made to Council’s Statutory Planning Department at least 10 days prior to the proposed works being carried out.

Deliveries of construction materials and heavy vehicle movements to be undertaken during normal construction hours

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| **Requirements** | **Measures to be Implemented** |
| **2.1 Residential operating hours**  *Matters to consider include:*   * *Nature, location and extent of work* * *Emergency nature of work* * *Deliveries* |  |
| **2.2 Large Scale Residential operating hours** |  |

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| **Requirements** | **Measures to be Implemented** |
| **2.3 Commercial operating hours** |  |
| **2.4 Noise and vibration**  *Matters to consider include:*   * *Noise and vibration reduction and mitigation measures* * *Noise associated with machinery, equipment, vehicular movement, voices, workers and radios etc.* * *Duration of noise* * *Prevention of damage to adjacent infrastructure* |  |

Commercial construction sites are controlled through Manningham’s Community Local Law 2013. Without a permit, non-residential building work must not be carried out on a public holiday; between 5.00pm on Friday and 8.00am the next day; between 5.00pm on Saturday and 7.00am the following Monday; and between 6.30pm on any Monday, Tuesday, Wednesday or Thursday and 7am the next day.

Detail noise and vibration control measures to be implemented on site, i.e. silencers on pneumatic tools; mobile air compressors; grinding equipment and pavement breaker noise ratings; mechanical plant silencing using current technology.

Vehicular movements to be limited to normal working hours.

 ***Attach any additional documents as Appendix 2***

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**Element A3: Air Quality and Dust Management**

Objective:

* To ensure that air quality (airborne dust and pollutants) in and around the construction site is maintained at acceptable levels throughout the construction period.

Plant and machinery to be regularly serviced and maintained. All vehicles, plant and machinery to be fitted with appropriate emission control equipment.

• Outline dust suppression techniques/equipment, including temporary hoarding contained within the site to be covered with shade cloth; site to be watered down after prolonged dry days or on windy days; concrete or brick cutting on site to be watered down or vacuuming.

• Rumble grids to be used control mud and dust and loose material on roads and footpaths to be cleaned regularly.

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| **Requirements** | **Measures to be Implemented** |
| **3.1 Air Quality**  *Matters to consider include:*   * *Provisions for plant equipment powered by internal combustion engines, discharge of smoke fumes, proximity of air intake vents* * *Maintenance and service of equipment* |  |
| **3.2 Dust Management**  *Matters to consider include:*   * *Vehicular movements from trucks and vehicles* * *Requirements for materials cut*   *in-situ*   * *Equipment causing excessive dust, stockpiles, loose material, perimeter fencing* * *Dust suppression techniques.* |  |

 ***Attach any additional documents as Appendix 3***

Signed ……………………………………………………… Dated ……………………….

**Element A4: Stormwater, Sediment Control and Tree Protection**

Objective:

* To prevent contamination of, or damage to, stormwater drains and waterways
* To ensure building site sediment is retained onsite during construction work.
* To ensure existing vegetation and trees are managed in accordance with Council’s policies and guidelines.

Consider preparation of a stormwater plan detailing management of site water retention; drainage measure; prevention of stormwater entering adjoining properties or the sewerage system; capture and filtering of stormwater; wash down areas; excavation site pumping of water and disposal of liquid waste material.

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| **Requirements** | **Measures to be Implemented** |
| **4.1 Stormwater and sediment runoff along roads, drains and footpaths**  *Matters to consider include:*   * *Prevention of stormwater run-off from entering adjoining properties, sewerage system, from cleaning of equipment/trucks, mud on road, uncontrolled run-off of sediment, treatment of water prior to discharge, management of contaminated/polluted*   *water and water collected at bottom of sites*   * *Water saving measures* |  |
| **4.2 Vegetation retention and tree protection**  *Matters to consider include:*   * *Specific planning permit conditions relating to the retention and protection of trees and vegetation onsite* |  |

 ***Attach any additional documents as Appendix 4***

A Tree Management Plan may be required where there are specific planning permit requirements. The Tree Management Plan should be attached as an Appendix to this CMP and should incorporate proposed actions in relation to environmental protection.

Signed ………………………………………………Dated …………………………..

**Element A5: Waste Minimisation and Litter Prevention**

Under Manningham’s Community Local Law 2013, a permit must be obtained before a skip or large waste bin is placed on

a road or on any Council owned or managed land. Placing a skip on Council land, including a road reserve, requires approval from Council’s Local Law Department.

Objective:

* To maximise the reuse and/or recycling of construction materials
* To ensure that waste material is collected and stored appropriately onsite.

A Waste Management Plan is required which details actions to be taken to minimise waste onsite, collection procedures, recycling of construction materials, procedures for removal of hazardous materials and purchasing initiatives.

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| **Requirements** | **Measures to be Implemented** |
| **5.1 Waste Minimisation and Materials Reuse management**  *Matters to consider include:*   * *Minimising waste (purchasing, avoidance, reuse)* * *Maximising recycling of construction materials* * *Separation of recyclable materials onsite* |  |
| **5.2 Waste Collection and Litter Management**  *Matters to consider include:*   * *Provisions for daily collection rubbish* * *Obtaining a permit for skip bins and/or containers* * *Waste collection hours and access* * *Mitigation controls for prevention of onsite and offsite building waste* |  |

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| **Requirements** | **Measures to be Implemented** |
| **5.3 Removal of hazardous or dangerous materials from the site**  (as applicable)  *Matters to consider include:*  *Procedures for the removal of hazardous or dangerous materials (i.e. asbestos, contaminated soil)* |  |

Removal of hazardous or dangerous materials must be in accordance with State and Federal legislation, including WorkSafe requirements.

***Attach any additional documents as Appendix 5***

Signed ……………………………………………………… Dated ……………………….

**Element A6: Traffic and Parking Management**

Provide a Parking Management Plan detailing the impacts of construction worker parking, particularly on residential streets and options to utilise basement parking or negotiating the use of private land for parking.

Objective:

* To minimise disruption to traffic (vehicles, pedestrians and cyclists) caused by construction activities
* To ensure the safety of workers, contractors, pedestrians and road users in and around construction sites.

A Traffic Management Plan (TMP) may be required where there are specific access issues that need to be addressed. The TMP should be attached as an Appendix to this CMP and should include details of:

• Location and timing of proposed works

• Parking plan for employees and visitors

• Pedestrian access arrangements and community consultation

• Proposed traffic movements, access arrangements and speed zones.

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| **Requirements** | **Measures to be Implemented** |
| **6.1 Traffic Management**  *Matters to consider include:*   * *Details of works that may affect pedestrian and cycling access and traffic flow on roads around the site* * *Location of cranes, hoardings, perimeter fencing, storage areas, hoisting zones and site sheds* * *Construction vehicle access and deliveries* |  |
| **6.2 Parking Management**  *Matters to consider include:*   * *Parking for construction contractors and visitors (off street and on street parking)* * *Compliance with on street parking restrictions* * *Provide a works program showing the duration, number of workers and vehicles on site at each stage of construction, and a plan of on-street parking proposed at each stage of the works* |  |

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| **Requirements** | **Measures to be Implemented** |
| **6.3 Road/lane closures, cranes and gantries located on Council land**  (as applicable)  *Matters to consider include:*   * *Location and permit requirements for hoardings and overhead gantries* |  |
| **6.4 Movement of heavy vehicles to and from the construction site**  *Matters to consider include:*   * *TMP requirements for heavy vehicle movements and truck routes* |  |

• A Works Zone Permit is required from Council’s Engineering Services Unit to occupy an area of road for loading or delivery of building materials.

• A permit is required from Council’s Health and Local Laws Unit to use mobile cranes or towers.

The National Heavy Vehicle Regulator (NHVR) is the national body that deals with the regulation of all vehicles over 4.5 tonnes gross vehicle mass. The NHVR also coordinates road access permits for heavy vehicles. New permits or renewal of an existing permit should be made directly (https[://w](http://www.nhvr.gov.au/))ww[.n](http://www.nhvr.gov.au/))h[vr.gov.au/).](http://www.nhvr.gov.au/))

Applications made to the NVHR must be approved by Council’s Engineering and Technical Services Unit.

***Attach any additional documents as Appendix 6***

Signed ……………………………………………………… Dated ……………………….

**Element A7: Man and Material Movement**

Provide a Parking Management Plan detailing the impacts of construction worker parking, particularly on residential streets and options to utilise basement parking or negotiating the use of private land for parking.

Objective:

* To minimise disruption to traffic (vehicles, pedestrians and cyclists) caused by construction activities
* To ensure the safety of workers, contractors, pedestrians and road users in and around construction sites.

A Traffic Management Plan (TMP) may be required where there are specific access issues that need to be addressed. The TMP should be attached as an Appendix to this CMP and should include details of:

• Location and timing of proposed works

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• Pedestrian access arrangements and community consultation

• Proposed traffic movements, access arrangements and speed zones.

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| **Requirements** | **Measures to be Implemented** |
| **7.1 Material Handling**  *Matters to consider include:*   * *Who will be responsible for material movement* * *Storage areas* * *Equipment required* |  |
| **7.2 Vertical Movement**  *Matters to consider include:*   * *Elevators or hoist* * *Access to and from elevators* * *Emergency Access* |  |

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| **Requirements** | **Measures to be Implemented** |
| **7.3 Cranes**  (as applicable)  *Matters to consider include:*   * *Location* * *Permits required* * *Impacts to surrounding neighbourhood* |  |
| **7.4 Housekeeping**  *Matters to consider include:*   * *How will it be managed?* |  |

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**Element A8: Temporary Services**

Provide a Parking Management Plan detailing the impacts of construction worker parking, particularly on residential streets and options to utilise basement parking or negotiating the use of private land for parking.

Objective:

* To minimise disruption to traffic (vehicles, pedestrians and cyclists) caused by construction activities
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| **Requirements** | **Measures to be Implemented** |
| **8.1 Electrical**  *Matters to consider include:*   * *Brief description on how it will be implemented* * *Source of power* * *How much power available* * *Lighting* |  |
| **8.2 Gas**  *Matters to consider include:*   * *Source* * *How will it be used* * *How will it be distributed* * *Safety regulations and laws* * *Venting* * *Monitoring* |  |

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| **Requirements** | **Measures to be Implemented** |
| **8.3 Heat And Cooling**  (as applicable)  *Matters to consider include:*   * *Method* * *Time of year to implement* |  |
| **8.4 Access**  *Matters to consider include:*   * *Scaffolding* * *Climbers* * *Swing Stages* |  |

• A Works Zone Permit is required from Council’s Engineering Services Unit to occupy an area of road for loading or delivery of building materials.

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Applications made to the NVHR must be approved by Council’s Engineering and Technical Services Unit.

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