



## Submission Form – Request for a Pre-Start Meeting

FNQROC Development Manual CP1.02 Version 8

### Purpose

A Request for a Pre-Start Meeting Submission is required prior to construction works commencing on site. The submission and resulting Pre-Start Meeting ensure the integrity of the construction site during the construction period. Submissions must be submitted to [planningadmin@cairns.qld.gov.au](mailto:planningadmin@cairns.qld.gov.au).

<b>1.</b>	<b>Applicant Details</b>		
	Name of Applicant		
	Postal Address		
	Phone Numbers		
	Email Address		
	Property Address		
	Suburb		
	Lot and Plan Description		
	Development Name		
	Consulting Engineer Name & Organisation		
	Consulting Engineer Phone & Email		
	Primary Contractor		
	Primary Contractor Phone & Email		

<b>2.</b>	<b>Related Development Approvals</b>		
	<b>Part A - Operational Works Approval</b>		
	Relevant Approval	Details including any reference number for the approval eg 8/**/****	
	Date of Approval		Condition Compliance Checklist Attached <input type="checkbox"/>
	<b>Part B – Related Planning Approval</b>		
	Relevant Approval	Details including any reference number for the approval eg 8/**/****	
Date of Approval		Condition Compliance Checklist Attached <input type="checkbox"/>	




\*Please provide the revision number or date for any required/amended plans

<b>3.</b>	<b>Declaration</b>		
	Applicants Declaration	I declare that all information in this form and the attached documentation is true and correct.	<input type="checkbox"/>
		I understand a re-inspection fee of \$1,750 is applicable if the works are not completed and the initial inspection fails, requiring a re-inspection.	<input type="checkbox"/>
	Full Name		
	Signature		
Date			

#### OFFICE USE – PAYMENT DETAILS (CASH BONDS ONLY)

Receipt Type	<b>T513</b>	Payment Amount	\$	Receipt No	
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4. Required Documents – Please label and submit documents in the below order. It is critical for the initial assessment to be completed, that each document is indicated as “attached” or “N/A” in the below table.			Attached
1.	CP.1.04.1	RPEQ endorsed Inspection & Test Plans (ITPs)	<input type="checkbox"/>
2.	CP.1.05	Contractor’s Erosion & Sediment Control Plan (ESCP - reviewed & approved by Consulting Engineer)	<input type="checkbox"/>
3.	CP.1.08.1a	Evidence of Public Liability Insurance	<input type="checkbox"/>
4.	CP.1.08.1b	Proof of payment of Portable Long Service Leave Levy (PLSL)	<input type="checkbox"/> N/A <input type="checkbox"/>
5.	CP.1.08.1d	Approved Traffic Management Plan	<input type="checkbox"/> N/A <input type="checkbox"/>
6.	CP.1.06.3 (Appendix E)	Construction Security Bond Lodgement Form (at the end of this document)	<input type="checkbox"/>
7.	CP.1.08.1f	Safety Plan	<input type="checkbox"/>
8.	CP.1.08.1g	Evidence of all Fees & Charges paid, for example a re-inspection fee	<input type="checkbox"/> N/A <input type="checkbox"/>
9.	CP.1.08.1h	Cultural Heritage Plan	<input type="checkbox"/> N/A <input type="checkbox"/>
10.	N/A	Condition Compliance Check	<input type="checkbox"/>
11.	N/A	Referral Agency & Third-Party Agreements	<input type="checkbox"/> N/A <input type="checkbox"/>

Privacy collection statement	Cairns Regional Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the <i>Information Privacy Act 2009</i> . We are collecting your personal information in accordance with the <i>Planning Act 2016</i> and the <i>Planning Regulation 2017</i> . The information will be used to process this request, update our records, and undertake compliance related activities as necessary. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.	
Submit the form		Cairns Regional Council Att: Executive Manager, Development & Planning PO Box 359, CAIRNS QLD 4870
		Present your application at a Customer Service Centre located at: 119-145 Spence Street, Cairns This office is open from 8:30am to 4:30pm weekdays (excluding public holidays)
		You may email your documentation to <a href="mailto:planningadmin@cairns.qld.gov.au">planningadmin@cairns.qld.gov.au</a>

**FNQROC DEVELOPMENT MANUAL**

**Council** .....  
(INSERT COUNCIL NAME)

**SECURITY LODGEMENT FORM**

This sheet must be completed prior to the acceptance of any bond by Council.

Development Name: .....

Stage: ..... File No.: .....

Applicant: .....

Consultant: .....

Purpose of Bond:

Construction Security  Uncompleted Works  Defects Liability

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.....

**Uncompleted Works Bond Assessment**

Estimated time to complete bond works (not greater than 90 days) .....days

Current Contract Completion date .....

Anticipated Completion date .....

Consulting Engineer's estimated value of uncompleted works \$.....

Bond Value (apply Factor 1.50) \$.....

**Construction/Defects Liability Bond Assessment**

Consulting Engineer's estimated value of completed works \$.....

Construction/Maintenance Bond Value (apply Factor 0.05)(min \$1,000.00) \$.....

Council shall retain any interest accrued on cash monies paid to Council and held in trust fund by Council.

Consulting Engineer: .....

Signature: ..... RPEQ No.: .....

Date: .....