



## Submission Form – Works Acceptance

FNQROC Development Manual CP1.19 Version 8

### Purpose

A Works Acceptance is required after construction works have been completed, where Council will be accepting ownership of certain assets at the site, for example roads, water infrastructure or greenspaces. 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>1. 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>2. 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 or 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 of \$1,750 is applicable if the works are not completed and the initial inspection fails, requiring a re-inspection.		<input type="checkbox"/>
	Request to transfer Construction Security Bond to Defects Liability Bond	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
	Full Name			
	Signature			
Date				

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 be indicated as “attached” or “N/A” in the below table.			Attached
1.	CP.1.21 (Appendix M)	'As Constructed' Submission Form (at end of this document)	<input type="checkbox"/> N/A <input type="checkbox"/>
2.	CP.1.21.4a	Electronic Management Plans, Operation & Maintenance Manuals and Environmental Management Plans	<input type="checkbox"/> N/A <input type="checkbox"/>
3.	CP.1.21.4b	RPEQ Certified Asset Valuation Report	<input type="checkbox"/>
4.	CP.1.21.4c	Electronic Council Approved Final Engineering Drawings (PDF & DWG)	<input type="checkbox"/>
5.	CP.1.21.4d	Pump Station RTU Number and Identifier	<input type="checkbox"/> N/A <input type="checkbox"/>
6.	CP.1.21.4e	Electronic Council Approved Landscaping & Parks embellishments drawings	<input type="checkbox"/> N/A <input type="checkbox"/>
7.	CP.1.21.4f	Electronic park/landscaping irrigation system drawings	<input type="checkbox"/> N/A <input type="checkbox"/>
8.	CP.1.21.4g	Electronic design plans for building/structure and copy of Structural Certificate	<input type="checkbox"/> N/A <input type="checkbox"/>
9.	CP.1.21.4k	Australian Standard Certification of playground	<input type="checkbox"/> N/A <input type="checkbox"/>
10.	CP.1.21.4l	Evidence of works carried out on mains	<input type="checkbox"/>
11.	CP.1.22	Compliance Certification for all 'As Constructed' works	<input type="checkbox"/> N/A <input type="checkbox"/>
12.	CP1.24.1a	Survey Datum – Final 'As Constructed' drawings (PDF & DWG Format)	<input type="checkbox"/>
13.	CP.1.25.2a	Inspection & Test Plan certified by Consulting Engineer	<input type="checkbox"/> N/A <input type="checkbox"/>
14.	CP1.25.2b	'Works Acceptance' Inspection Checklist (at end of this document)	<input type="checkbox"/>
15.	CP.1.25.2g	Water & Sewerage inspection certifications including pump station/reservoir commission certificate	<input type="checkbox"/> N/A <input type="checkbox"/>
16.	CP1.25.4	Letter requesting acceptance of a pump station including supporting documentation	<input type="checkbox"/> N/A <input type="checkbox"/>
17.	N/A	Condition Compliance Checklist	<input type="checkbox"/>
18.	CP.1.25.2h	Digital CCTV survey for Sewer and Stormwater with Engineering Report & Certification (Wincam)	<input type="checkbox"/> N/A <input type="checkbox"/>

### IMPORTANT

A Works Acceptance Certificate will only be issued once all works are satisfactorily completed. We highly recommend the Consulting Engineer audits the works before making the submission, if there are concerns about the works, please contact us about this prior to making the submission. If during the inspection, uncompleted works are identified this will likely result in a failure and no certificate will be issued until such time as the works are completed. A Re-Inspection Fee will be required to be paid for a second inspection to assess the completed works. It is your responsibility to ensure all the works are completed prior to the inspection.

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>

# Development Services (Engineering) Form



## AS CONSTRUCTED DATA SUBMISSION FORM For Consulting Engineers' or Registered Surveyors' Submission Of As Constructed Data

<b>Applicant Details</b>	Development Name (Title on approved Engineering Drawing)			
	File Number	Stage Number		
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
<b>Property Address</b>	Real Property Description			
	Address			
	Company Name			
	Address			
	Phone Number	Email		
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
<b>As Constructed Documentation Submitted</b>		Hardcopy	Electronic Copy	Amendment #(A,B,C...)
	Survey Datum	<input type="checkbox"/>	<input type="checkbox"/>	
	Water	<input type="checkbox"/>	<input type="checkbox"/>	
	Sewer	<input type="checkbox"/>	<input type="checkbox"/>	
	Drainage	<input type="checkbox"/>	<input type="checkbox"/>	
	Road	<input type="checkbox"/>	<input type="checkbox"/>	
	Parks / Landscape / Structures	<input type="checkbox"/>	<input type="checkbox"/>	
	Utilities	<input type="checkbox"/>	<input type="checkbox"/>	
	Contours	<input type="checkbox"/>	<input type="checkbox"/>	
	Digital field survey data, ASCII	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Documentation Submitted</b>		Previously Submitted	Attached	N/A
	Engineering drawings in electronic format (AUTOCAD):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Landscaping and park embellishments in electronic format (AUTOCAD):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Building / Structural Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Subgrade CBR results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintenance Manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Office Use Only</b>	Date Received	DISK Number		
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
	Officer Checked	Document Number		
	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		

## FNQROC DEVELOPMENT MANUAL

Council .....  
(INSERT COUNCIL NAME)

### WORKS ACCEPTANCE INSPECTION CHECKLIST

DEVELOPMENT NAME: ..... File No: .....

DEVELOPMENT LOCATION: .....

ITEM	VERIFICATION (Yes/NO/NA)	COMMENT
<b>ALLOTMENT DRAINAGE</b>		
The works have been finally inspected and:		
a) Concrete catch drains constructed in approved location and to a satisfactory standard.		
b) Field Inlets constructed in approved location and to a satisfactory standard.		
c) Overland flow path constructed to correct profile.		
d) Pipework has been visually inspected and is satisfactory ie., - alignment and grade - free of debris and siltation - no visual sign of trench subsidence - outlets are satisfactory		
e) Lots not provided with Allotment Drainage can be drained to the kerb and channel.		
<b>STORMWATER DRAINAGE SYSTEM</b>		
The works have been finally inspected and:		
a) Pipe layout is as per plan or approved amendments with respect to pipe size, levels and location.		
b) Pipework has been visually inspected and is satisfactory, ie., - alignment and grade - free of debris and siltation - pipe joints satisfactory - lifting plug holes sealed - no visible sign of trench subsidence - no damaged pipes		
c) Gully pits and manholes have been constructed to the correct standards, ie., - correct type of grate or cover - lintels - side entry slots - benching (no water ponding) - grates are satisfactorily seated in frames - weepholes provided to bedding material - no damaged structures - converter slabs/sections mortar bedded - correct drops through gullies/manholes - all lids/grates finished to match surface level		
d) All density tests to backfill are available and satisfactory.		
e) Material gradings are available for bedding material and satisfactory.		
f) Outlet/Inlet structures are satisfactorily constructed and are free from scour or siltation.		

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### WORKS ACCEPTANCE INSPECTION CHECKLIST

ITEM	VERIFICATION (Yes/NO/NA)	COMMENT
g) All manhole and gully pit pipe connections are mortared flush with the walls and no pipe reinforcement is exposed.		
h) Open cut channels have been finally inspected are satisfactory, ie., - cut to design profiles - lining of channel is to the required thickness and reinforcement, with appropriate weepholes		
i) Overland flow, the works have been finally inspected and appropriate flow paths are provided and clear of obstruction.		
j) Outlets and outfalls have been constructed to control discharge flow in accordance with the plans.		
k) Subsoil drainage discharges to gullies or other approved points of discharge.		
l) All grassing requirements to channels, swales, outlets, inlets etc have been completed.		
m) CCTV inspections of stormwater pipes TRC		
<b>WATER QUALITY</b>		
The works have been finally inspected and:		
a) Water Quality structures have been constructed in accordance with approved engineering drawings		
b) Structures are free of debris and sediment		
<b>EROSION AND SEDIMENT CONTROL</b>		
The works have been finally inspected and:		
a) Control structures required until the site is stabilised in accordance with the Contractor's ESCP are in place		
b) Structures are free of debris and sediment		
<b>EARTHWORKS</b>		
The works have been finally inspected and:		
a) Toe of batters not on Council road reserve except as approved.		
b) Retaining walls clear of road reserve except as approved.		
c) Retaining walls constructed in accordance with drawings.		
d) Batter slopes constructed in accordance with drawings.		
e) Batter slopes stabilised against erosion.		
f) Interim drainage constructed in accordance with drawings.		
g) All areas disturbed by the works have been rehabilitated.		
h) Allotment levels are as per the design plans		
i) Verge levels are as per the design plans		

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### WORKS ACCEPTANCE INSPECTION CHECKLIST

ITEM	VERIFICATION (Yes/NO/NA)	COMMENT
<b>SEWER RETICULATION</b> The works have been finally inspected and:		
a) Pipe layout is as per the plan or approved amendments with respect to pipe size, levels, and location.		
b) Pipework has been visually inspected and is satisfactory, ie: <ul style="list-style-type: none"> <li>- pipework flush with internal walls of manhole</li> <li>- alignment and grade</li> <li>- flexible joints</li> <li>- line flushed and clean</li> <li>- no visible sign of trench subsidence</li> <li>- A density test of backfill are available and satisfactory</li> <li>- CCTV survey results submitted and satisfactory</li> </ul>		
c) Manholes and Maintenance Shafts have been constructed to the correct standards, ie., <ul style="list-style-type: none"> <li>- cast in situ</li> <li>- benching</li> <li>- curvature satisfactory</li> <li>- no ponding</li> <li>- profile satisfactory</li> <li>- no weeps (free of infiltration)</li> <li>- concrete work</li> <li>- no honey combing</li> <li>- covers</li> <li>- covers checked to be gas tight</li> <li>- correct type</li> <li>- imprint in accordance with standards</li> <li>- depth of cover surround</li> <li>- depth of top slab</li> <li>- location</li> <li>- relative to lot boundaries</li> <li>- 50-75mm proud of finished surface level</li> </ul>		
d) Material gradings for bedding material are available and satisfactory.		
e) Pressure test results are available and satisfactory.		
f) Manhole hydrostatic test all satisfactory.		
g) All property connection branch markers located.		
h) Sewerage connection Private Works fees paid		
i) On site Sewer Report Provided (if applicable)		
j) PUMP STATION – refer separate PS Checklist		
<b>WATER RETICULATION</b> The works have been finally inspected and:		
a) Pipe layout and services fixtures (valves and hydrants) is as per the plan or approved amendments with respect to pipe size and location		

## FNQROC DEVELOPMENT MANUAL

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(INSERT COUNCIL NAME)

### WORKS ACCEPTANCE INSPECTION CHECKLIST

ITEM	VERIFICATION (Yes/NO/NA)	COMMENT
b) Pipework has been pressure tested in accordance with Council's requirements and test results are available and satisfactory.		
c) Pipework has been chlorinated in accordance with Council's requirements.		
d) There are no visible signs of trench subsidence or leaks.		
e) Valves and hydrants have been inspected and are satisfactory, ie., - location - sets and surrounds correctly installed to prevent ingress of soil, etc. - mortar packing to boxes correctly completed - depth to top of hydrant or valve stem within limits - dust caps to hydrants - colour of marker plate correct - direction of flow indicated - marking plates correctly installed - size of plate correct		
f) Material gradings for bedding material are available and satisfactory.		
g) Water supply connection Private works fees paid.		
h) PUMP STATION – refer separate checklist		
<b>ROAD PAVEMENTS</b>		
The works have been finally inspected and:		
a) Plan layout and geometry of road system is in accordance with the drawings.		
b) Finished levels at crown and channel are at design levels.		
c) Crossfalls are to the approved plan.		
d) AC is satisfactory with regard to finish and thickness.		
e) Joints in the seal (especially where various development stages apply) are flush.		
f) The sealed surface is free of blemishes.		
g) All compaction test, material quality (CBR), material grading, AC core tests are satisfactory and available.		
h) Ponding of stormwater does not occur.		
<b>SEGMENTAL PAVERS (Where constructed)</b>		
The works have been finally inspected and:		
a) All pavers have been correctly laid to pattern, within allowable tolerance, compacted, and the joints filled.		
b) Bedding sand for pavers drains to subsoil drainage.		
c) Pavers adjacent to concrete kerb and channel, edge restraints etc have been cut and laid in accordance with all relevant requirements.		

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ITEM	VERIFICATION (Yes/NO/NA)	COMMENT
<b>CONCRETE WORKS</b>		
The works have been finally inspected and:		
a) The correct type has been used to all locations in accordance with drawings.		
b) Ponding of stormwater does not occur.		
c) Transitions and connection to existing construction are smooth and to a satisfactory standard of workmanship.		
d) Service conduit markers have been placed to kerb face.		
e) Lip and back of kerb are flush with the roadway and footpath respectively.		
f) All channelisation works and medians have been satisfactorily completed.		
g) Infill treatment of medians has been inspected and found satisfactory. Any landscaping has been completed to standard.		
h) Subsoil drains have been provided (including under medians).		
i) Appropriate expansion and contraction joints provided		
j) Subsurface finish is to approved design and within tolerances		
<b>FOOTPATHS</b>		
The works have been finally inspected and:		
a) Profiles are as per plan.		
b) Footpath has been topsoiled and satisfactory.		
c) Footpaths have been stabilised/turfed..		
d) All service fixtures (such as valves etc.) 25mm above the surrounding footpath.		
e) Concrete footpaths have been constructed to Council		
f) Pram ramps constructed as required.		
g) Footpaths to be free of rock and loose stones.		
<b>BIKEWAYS</b>		
The works have been finally inspected and:		
a) Location and width are as per the drawings.		
b) Kerb ramps and crossings are constructed.		
c) Safety rails and signs have been installed where required.		
<b>LIGHTING</b>		
The works have been finally inspected and:		
a) Lighting has been installed and is operating as per approved design		
b) If lighting is yet to be installed, or made operational, copy of service agreement has been provided from the lighting/energy provider and all uncompleted works have been adequately guarded.		



## FNQROC DEVELOPMENT MANUAL

Council .....  
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### WORKS ACCEPTANCE INSPECTION CHECKLIST

ITEM	VERIFICATION (Yes/NO/NA)	COMMENT
<b>FENCING AND FEATURES</b>		
The works have been finally inspected and:		
a) All fences including approved entrance features have been constructed within allotments. Survey pegs are visible.		
b) Specifically approved entrance features are constructed in accordance with the drawings.		
c) Entrance features and fences have satisfied Building Approvals (if required).		
d) Sound attenuation fences and/or mounds are constructed on private property and in accordance with the drawings where required.		
<b>BUILDING/STRUCTURE</b>		
The works have been finally inspected and:		
a) Council approval for building/		
b) Building/Structure		
<b>OTHER</b>		
a) Approvals for completed works received from applicable referral agencies		
b) Street name signs, traffic signs and pavement marking have been installed.		
c) Works have not resulted in problems on neighbouring properties. Clearance letters from property owners are available where applicable.		
d) All boundaries of Subdivision/Development have been inspected to ensure works as constructed will not affect adjoining properties.		
e) All necessary testing to ensure the quality of the work has been carried out and results are available.		
f) Consulting Engineer's compliance certificate is completed (refer AP1 – Appendix A)		
g) "As Constructed" submission has been provided to Council and is to Councils satisfaction		
h) All allotment boundaries, easements etc, have been pegged.		
i) All test results and records have been compiled and stored in the Record Storage facilities of the Consulting Engineer's office and a copy forwarded to Council.		
j) All operating Manuals, maintenance procedures, mechanical warranties etc have been submitted to Council.		
k) Parkland is in a mowable condition where practical and free of rock and loose stones.		
l) Irrigation systems have been provided, are operating as designed and AS CON drawings provided.		

**FNQROC DEVELOPMENT MANUAL**

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

**WORKS ACCEPTANCE INSPECTION CHECKLIST**

INSPECTOR'S SIGNATURE: .....

NAME: .....

SIGNATURE: ..... DATE:...../.. /.....

CONSULTING ENGINEER: ..... RPEQ No: ..... DATE:..... /..... /.....