



## Submission Form –Early Works Acceptance

FNQROC Development Manual CP1.27 – Version 8

### Purpose

Council may approve the bonding of uncompleted works to enable early approval of survey plans. This form is to request a meeting to inspect the uncompleted works and an Early Works Acceptance Certificate. Submissions must be sent 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/amended plans

<b>3.</b>	<b>Declaration</b>		
	Applicants Declaration	By making this application I declare that all information in this application form and the attached documentation is true and correct.	<input type="checkbox"/>
		I declare that there are no significant external infrastructure works to be undertaken as part of this stage of development.	<input type="checkbox"/>
		I declare that I will disclose to any purchaser of any lot proposed that the lots they are purchasing are subject to an early plan approval and therefore all services may not be available until the outstanding works are complete.	<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"/>
Date and Full Name	/ /		
Signature			

<b>4. Confirm that the following have been completed.</b> <i>If not completed, please attach an explanation</i>		
CP1.27.3a	Engineering Plans are RPEQ approved	<input type="checkbox"/> Yes <input type="checkbox"/> No
CP1.27.3b	Survey pegs placed	<input type="checkbox"/> Yes <input type="checkbox"/> No
CP1.27.3c	Preparation and earthworks on lots have been completed and stabilised (mulch, hydromulch, seed etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
CP1.27.3d	Roads are constructed up to subgrade	<input type="checkbox"/> Yes <input type="checkbox"/> No
CP1.27.3e	Stormwater systems constructed	<input type="checkbox"/> Yes <input type="checkbox"/> No
CP1.27.3f	Sewerage reticulation within allotments	<input type="checkbox"/> Yes <input type="checkbox"/> No
CP1.27.3i	All works within lots are fully completed and no further disturbance required. Stockpiles to be removed, weed control measures implemented, and landscaping & tree protection requirements as per conditions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
CP1.27.3j	Appropriate approved erosion and sediment control measures are in place	<input type="checkbox"/> Yes <input type="checkbox"/> No
CP1.27.3k	All other works including external water, sewer, landscaping etc to be completed within 90 days.	<input type="checkbox"/> Yes <input type="checkbox"/> No




<b>5. 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.</b>			Attached
1.	N/A	Condition Compliance Checklist	<input type="checkbox"/>
2.	CP1.27.4b	Security Lodgement Form (at end of this document)	<input type="checkbox"/>
3.	CP1.27.4c	Fully priced schedule of outstanding works including the cost of preparation of the “As Constructed” submission.	<input type="checkbox"/>
	CP1.27.4e	Certification from the Engineer that the works on each lot have reached a stage acceptable to Council that the outstanding works are programmed for completion within 90 days	<input type="checkbox"/>
5.	CP1.27.3g	Evidence of a negotiated agreement with service providers for telecommunications	<input type="checkbox"/>
6.	CP1.27.3g	Evidence of a negotiated agreement with service providers for reticulation of electricity	<input type="checkbox"/>
7.	CP1.27.3g	Evidence of a negotiated agreement with service providers for streetlighting	<input type="checkbox"/>
8.	CP1.27.3m	‘As Constructed’ information provided	<input type="checkbox"/>
9.	CP1.27.3n	Building approval for all buildings/structures which form part of the lots to be approved eg retaining walls, acoustic fencing	<input type="checkbox"/>
10.	N/A	Digital CCTV survey for Sewer and Stormwater with Engineering Report & Certification (Wincam)	<input type="checkbox"/>
11.	N/A	Preliminary easement documents	<input type="checkbox"/>

<b>6. Uncompleted Works Bond</b> <i>The Uncompleted Works Bond must be paid before an Early Works Acceptance Certificate can be issued, however is not required at the time of application. The bond must be 1.5 times the value of the uncompleted works, certified an Engineer.</i>			
1.	CP1.27.4d	Unconditional Bank Guarantee. Not required if a cash bond has been paid.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	CP1.27.4f	Evidence of cash bond paid.	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Development Services (Engineering) Form



OFFICE USE – PAYMENT DETAILS (CASH BONDS ONLY)				
Receipt Type	<b>T513</b>	Payment Amount	\$	Receipt No

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: .....