

Guideline – Request for a Pre-Start

About this Guideline

This Guideline has been prepared to assist applicants to gain approval to commence works after Planning or Operational Works Approval has been received.

The Request for a Pre-Start Meeting Guideline has been carefully designed to match the content and layout of the mandatory Submission Form – Request for a Pre-Start Meeting.

This Guideline should be used as a reference when preparing the submission as it will assist in submitting a complete application streamlining the approval process once lodged with Council.

What is a Pre-Start?

After Operational Works Approval is given and prior to construction works beginning, there are several criteria and steps that must be completed. The implementation of these steps ensures all parties are aware of their responsibilities, long term outcomes are achieved, and the integrity of the development is maintained throughout the construction process.

By providing a Request for a Pre-Start Meeting Submission, Council is able to review the and assess the applicant's readiness for works, in accordance with the appropriate approvals. This step ensures non-compliant works are not undertaken and the site has all the correct environmental, engineering, and social controls in place.

A Pre-Start Meeting will be held on site, after the submission has been assessed to ensure the documented controls are adequate and to confirm that works can commence in accordance with the Operational Works Approval. The applicant is expected run the meeting, take the meeting minutes and circulate the minutes accordingly. The FNQROC Development Manual (CP1 – Construction Procedures) guides the Pre-Construction process, specifically sections CP1.02 to CP1.09.

Applicants should discuss the full requirements with their professional consultants to determine the full extent of documentation required.

Generally, the Consulting Engineer will lodge the submission to Council on the owner's behalf.

Overview of application process

To initiate the Pre-Start Process, the applicant must lodge a submission.

Broadly, all submissions will follow the same five (5) steps as shown in the below:

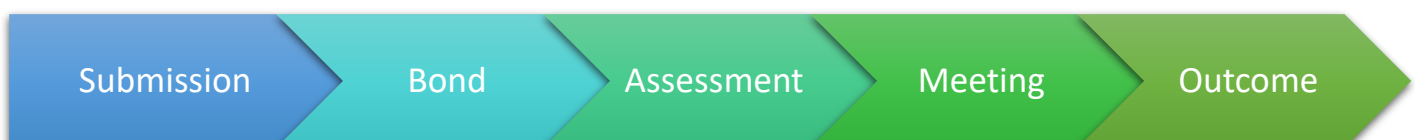
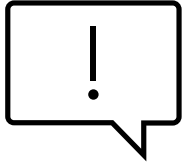


Figure 1 – Overview of submission process

Step 1 – Submission



Important

Council has processes in place to ensure an efficient turnaround from submission to inspection to certification. It is vital the Request for a Pre-Start Meeting Submission is complete and compliant at the time of lodgement. An incomplete submission will not proceed past an initial assessment and may result in unnecessary delays.

An applicant must prepare and lodge a complete submission, further instructions on submitting a complete submission are found under “Guideline to Making a Complete Submission” in this form.

The Submission Form – Request for a Pre-Start Meeting, states all required details and information to be provided.

Council acknowledges it can take time to prepare all the documentation and may involve third party professional assistance.

Once all the documents have been collated, ensure they are clearly labelled with the according Document Order Number, outlined on the Submission Form, in Section 4. For example, the RPEQ endorsed ITP must be labelled Document 1, the ESCP must be labelled as Document 2 and so on.

Applications are preferred to be lodged electronically, emailed to planningadmin@cairns.qld.gov.au.

Step 2 – Construction Security Bond

The FNQROC Development Manual (CP1 – Construction Procedures), section CP1.06 details the requirements for the Construction Security Bond. The value of the bond is to be 5% of the estimated cost of the construction works; prepared and certified by the Consulting Engineer.

When providing evidence of the bond, the Security Lodgement Form (FNQROC Development Manual – Construction Procedures CP.1 Appendix E) and the Consulting Engineer’s certification of the value of the works must be completed and submitted.

The bond may be lodged in cash or as an unconditional bank guarantee.

If using a bank guarantee, the following must be included:

A binding contractual relationship between CRC and the guaranteeing bank

Specific requirements for renunciation of the guarantee

Adequate notice of renunciation

Figure 2 – Requirement for a bank guarantee Construction Security Bond

Council will not commence the Pre-Start meeting until the bond has been paid and the applicable documentation submitted.

Step 3 – Assessment

The assessment of the submission is a two-part process.

1. The initial assessment is an administrative check to confirm all documents required for the project have been submitted.
2. The technical assessment is a detailed review of the documents undertaken by Council Officers to confirm the content is correct and compliant.

Due to the administrative nature of the initial assessment, the Submission Form must be entirely completed, including the documentation checklist. The assessment will be carried out based on what has been detailed on the Submission Form, missing information or incomplete sections will result in an application that cannot be assessed, and will be returned to the applicant for resubmission.

You will be advised if Council identifies any errors or omissions in the submission.

Step 4 – Pre-Start Meeting

Once the technical assessment has been completed and accepted, Council officers will send a calendar invitation to the nominated representative, typically the Consulting Engineer, for the Pre-Start meeting.

At the meeting, the applicant's representative will run the meeting using the meeting agenda (Appendix A) and complete the meeting minutes. A template for the minutes is available at the end of this document and on the Pre-Start web page. This may include reviewing and discussing:

- Relevant conditions
- Construction requirements
- ITPs
- ESCP
- Site access conditions
- Evidence of compliance
- Traffic Management Plan
- Issued or latest approved plans for construction
- Relevant provisions of any other acts
- Identification of any areas to be left undisturbed
- Location of the Project Sign

Based on the Pre-Start Meeting, notification if works can commence, commence under conditions, or cannot commence will be sent. Following the meeting, the minutes must be sent to Council, within 5 business days.

Step 5 – Outcome

If the notice is unconditional, works can commence after the acknowledged and accepted minutes have been received by Council.

If the notice is conditional, proof of the conditions being met must be sent through to Council prior to the commencement of works.

If the meeting identifies issues, or the site is not ready at the time of the meeting, works will not be permitted to commence. In this instance, we will provide notice the works cannot commence. This notice details the conditions that must be met.

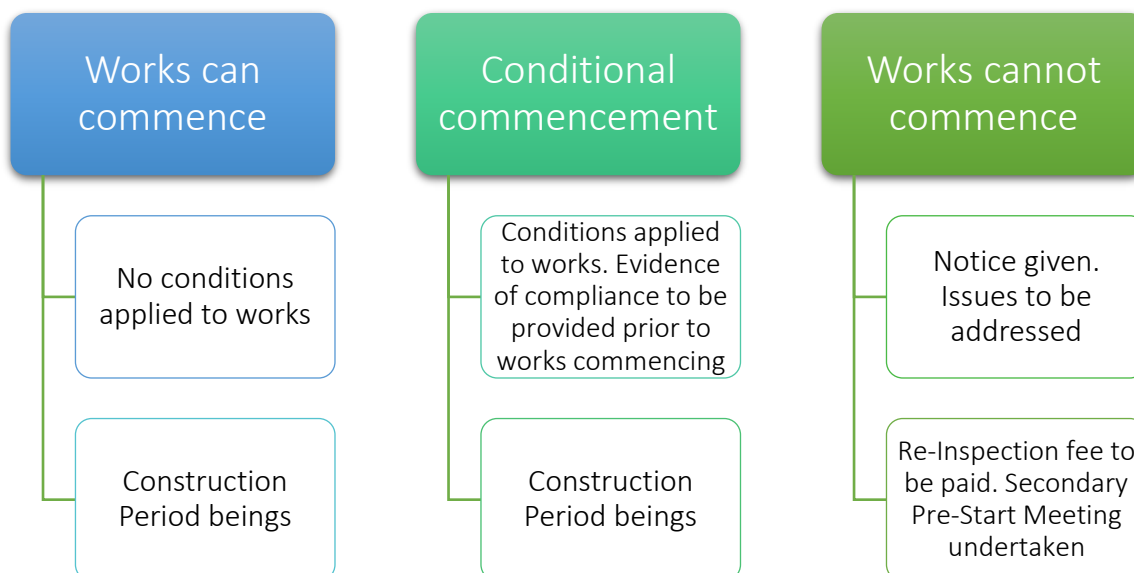


Figure 3 – Overview of potential outcomes from a Pre-Start Meeting

If the meeting identifies issues, or the site is not ready at the time of the meeting, works will not be permitted to commence. In this instance, Council will provide notice the works cannot commence. This notice details the conditions that must be met and charges due before a re-inspection can be booked.

Guideline to making a Complete Submission

It is acknowledged that the requirements of a submission can be complex. To assist applicants in completing the Submission Form and ensuring the provision of correct documentation, the following guidance material has been provided.

The Guidance material and the Submission Form have been designed so that they can be read together, with the use of consistent formatting and cross-referencing. For example, Section 1 of the below guidance material relates to Section 1 of the Submission Form, and so on.

Applicant Details

Guidance:

Section 1 requires the applicant who is requesting the Pre-Start meeting to insert their contact details. The contact details provided will be the point of contact for all Council correspondence about the submission. The applicant is required to provide the property details of the current land that is the subject of the submission, including all Registered Plans. This information is required to attach the application to the correct land records of Council.

The Consulting Engineer and Primary Contractor details are required so Council know who to contact in the instance further information regarding the development is required.

Section 1

Related Development Approvals

PART A - Details of related Development Approvals (Operational Work Approval)

Section 2	Part A	Operational Work Permit reference number(s) (i.e. 8/10/xxxx)	<i>Guidance: Please state the reference numbers of the related Development Permit for Operational Work (if applicable).</i>
		What is the date of the Approval	<i>Guidance: Please state the approval date of the Operational Work Development Permit.</i>
		Is approval subject to an Appeal or Change Representations?	<i>Guidance: Please state if an appeal or change representations during the applicant's appeal period has been commenced. The applicant's appeal period is the 20 business days from the date of the approval (in general). If the applicants, or if the submitter appeal periods related to the Development Permit are in effect, the development approval has not yet taken effect and the works cannot commence. If you wish to commence works, all appeals and representations must finish. Alternatively, the applicant may choose to waiver their appeal rights.</i>
		Has the approval lapsed?	<i>Guidance: Please advise if the Development Permit has lapsed.</i>
		Have all required Operational Work permits been given by Council?	<i>Guidance: Please state if all required Operational Work Permits have been obtained, including as a result of conditions attached to any of the related Development Permits.</i>
		Condition Compliance Checklist	<i>Guidance: As part of the parent approval, a condition compliance checklist must be completed and attached to the submission. This is important for the applicant to identify if they have met all the required conditions to start works.</i>

PART B - Details of current approval (Related Planning Approval)

Section 2	Part B	What is the related Planning Approval?	<i>Guidance: If there is a related approval this will typically be in the form of a Material Change of Use or Reconfiguring a Lot. Often these approvals will contain conditions that will be required to start works. It is the applicant's responsibility to address these requirements in the submission.</i>
		Related Planning Approval reference number (i.e. 8/13/xxxx)	<i>Guidance: Please state the Development Permit reference number (i.e. 8/13/XXXX).</i>
		What is the date of the Approval?	<i>Guidance: Please state the date of the Related Development Approval.</i>
		Is the Development Permit subject to an Appeal or Change Representations?	<i>Guidance: Please state if an appeal or change representations during the applicant's appeal period has been commenced. The applicant's appeal period is the 20 business days from the date of the approval (in general). If the applicants, or if the submitter appeal periods related to the Development Permit are in effect, the development approval has not yet taken effect and the works cannot commence. If you wish to commence works, all appeals and representations must finish.</i>

Section 2 Part B Continued		<i>Alternatively, the applicant may choose to waiver their appeal rights.</i>
	What is the related Planning Approval?	<i>Guidance: If there is a related approval this will typically be in the form of a Material Change of Use or Reconfiguring a Lot. Often these approvals will contain conditions that will be required to start works. It is the applicant's responsibility to address these requirements in the submission.</i>
	Related Planning Approval reference number (i.e. 8/13/xxxx)	<i>Guidance: Please state the Development Permit reference number (i.e. 8/13/XXXX).</i>
	What is the date of the Approval?	<i>Guidance: Please state the date of the related Development Approval.</i>
	Is the Development Permit subject to an Appeal or Change Representations?	<i>Guidance: Please state if an appeal or change representations during the applicant's appeal period has been commenced. The applicant's appeal period is the 20 business days from the date of the approval (in general). If the applicants, or if the submitter appeal periods related to the Development Permit are in effect, the development approval has not yet taken effect and the works cannot commence. If you wish to commence works, all appeals and representations must finish. Alternatively, an applicant may choose to waiver their appeal rights.</i>
	Has the approval lapsed?	<i>Guidance: Please advise if the Development Permit has lapsed.</i>
	Is there a related Development Permit for Operational Work?	<i>Guidance: Please state the reference numbers of the related Development Permit for Operational Work (if applicable).</i>
	Condition Compliance Checklist	<i>Guidance: As part of the parent approval, a condition compliance checklist must be completed and attached to the submission. This is important for the applicant to identify if they have met all the required conditions to start works.</i>

Declaration		
Section 3	<p><i>Guidance:</i> <i>This section ensures the applicant understand they are aware of the requirements prior to submission and the potential for a re-inspection fee falling due if Council are required to attend a second Pre-Start Meeting. The declaration is in place to encourage applicants to submit complete forms and avoid preventable fees and charges or delays.</i></p>	



Mandatory Submission Documents		Please ensure all documents are labelled and submitted in the correct order according to this guide and the Submission Form. The initial assessment is dependent on the form being filled out completely. It is critical that each document be indicated as “attached” or “N/A”.
1.	RPEQ endorsed Inspection and Test Plans (ITPs)	<i>Guidance: These documents are required to provide a certified record of any new infrastructure inspections, particularly underground infrastructure, not witnessed by Council officers.</i>
2.	Contractor’s Erosion and Sediment Control Plan (ESCP - reviewed and approved by Consulting Engineer)	<i>Guidance: This document provides a guide to contractors and Council that rigorous controls are in place. This minimises the potential impacts of erosion and sediment issues that may arise through weather events.</i>
3.	Evidence of Public Liability Insurance	<i>Guidance: Public Liability Insurance addresses potential damage and personal injury that may arise from uninvited or accidental members of the public entering the construction site.</i>
4.	Proof of payment of Portable Long Service Leave Levy (PLSL)	<i>Guidance: Evidence of Q Leave Levy. This required as per the Portable Long Service Leave Act 1991.</i>
5.	Approved Traffic Management Plan	<p><i>Guidance: Please provide a copy of the approved traffic management scheme.</i></p> <p><i>Conduct a Risk Management Assessment of all safety risks likely to arise during the course of undertaking works on the road including the setting up, operating, changing and dismantling of a traffic guidance scheme. This assessment is to take into account the general behaviour of road users, cyclists and pedestrians. Where the Risk Management Assessment determines works will impact the normal operations of the Local Government Managed Areas and Roads, the applicant must implement a Traffic Guidance Scheme for the works and a copy of the plans must be submitted to Council prior to implementation of the Traffic Guidance Scheme.</i></p> <p><i>In addition, Road Closures and Works on a Local Government Road require further approvals from Cairns Regional Council that are not covered by the Operational Work Permit. An Application for a Temporary Road Closure is required where an activity on Council managed road or footpath occurs and where the activity will create an interference with the normal flow of traffic or pedestrian movement. An activity pertains to construction works undertaken within the road reserve. Applicants should allow additional time before planned works commence to obtain the required approvals and prior to works commencing.</i></p>

Section 4

Section 4 Continued	6.	Construction Security Bond Lodgement Form (at the end of this document)	<i>Guidance: The Security Lodgement Form is an FNQROC Development Manual requirement. A copy of the form is located at the end of Council's submission Form and as Appendix E in the FNQROC Development Manual. The form allows Council to responsibly hold your funds in trust for the duration of the bond.</i>
	7.	Safety Plan	<i>Guidance: A Construction Management Plan manages the site safety, for both the public and workers on site.</i>
	8.	Evidence of all Fees and Charges, for example a Re-Inspection Fee	<i>Guidance: If Council officers are required to attend a second Pre-Start Meeting due to an unfavourable outcome at the initial meeting and works could not commence, a Re-Inspection Fee must be paid. Evidence of this payment must be provided.</i>
	9.	Cultural Heritage Plan	<i>Guidance: The Aboriginal Cultural Heritage Act 2003 seeks to protect artefacts and cultural sites that are of significance to Aboriginal people. The Act requires anyone carrying out an activity to exercise a Duty of Care. Duty of Care Guidelines have been produced to enable assessment of sites under the Act. These are available from Queensland Government Department of Aboriginal and Torres Strait Islander Partnerships (DATSIP) and can be downloaded from their website at www.datsip.qld.gov.au.</i>
	10.	Condition Compliance Check	<i>Guidance: As part of the parent approval, a condition compliance checklist must be completed and attached to the submission. This is important for the applicant to identify if they have met all the required conditions to start works. There may be multiple checklists required depending on other related approvals.</i>
	11.	Referral Agency and Third-Party Agreements	<i>Guidance: Written approval must be obtained for any proposed works relating to referral agency conditions or agreement from third parties provided to work within their property. Some development works may require a deed of access and indemnity to be provided.</i>

For Enquires and Feedback		Customer Service Centre located at: 119-145 Spence Street, Cairns This office is open from 8:30am to 4:30pm weekdays (excluding public holidays)
		All electronic enquires must be sent to: planningadmin@cairns.qld.gov.au
		For feedback about this form, please send direct to: planningadmin@cairns.qld.gov.au

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 *Information Privacy Act 2009*. We are collecting your personal information in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*. 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.

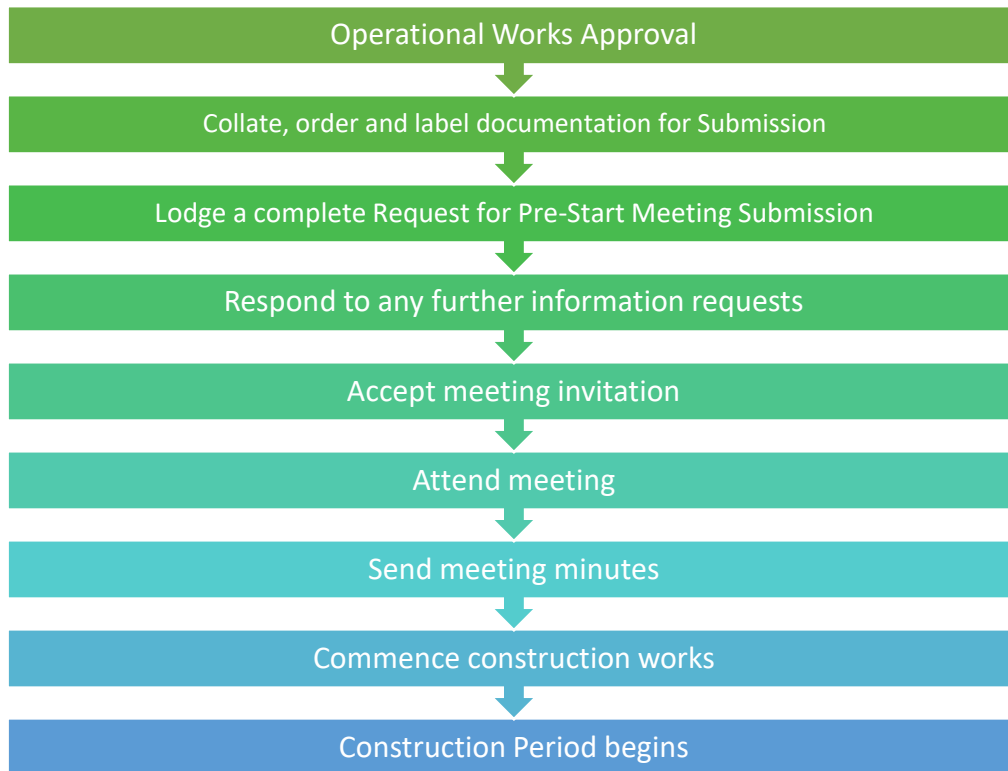


Figure 4 – Pre-Construction process flowchart

Conditions of Approval and Approved Drawings	
<p>a. The developer, contractor(s) and engineer are to have the relevant copy of all approved drawings and conditions relating to this project. All contractors must review these documents prior to the commencement of any work on the site.</p> <p>b. A complete copy of the current approval is to be located on site at all times.</p>	
<p>Should any changes be proposed to the approved plans and conditions, there are specific processes separate to the Pre-Start that must be followed. Please raise your initial enquiries with Development Engineering.</p>	
<p>A complete copy of the approved plan and conditions has been presented to all parties and is available on site for inspection.</p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:	
Site Safety Procedures	
<p>Council Officers will report to a site representative for an initial site safety induction and report to each site inspection. The nominated Contractor's site representative.</p>	
Name	Phone
Other site safety requirements specific to this site:	
Site Access and Signage	
<p>Vehicular access to the site for construction and demolition is off (please see relevant approvals for any specifications):</p>	
Name of Road(s)	
Comments:	
<p>A Public Notice sign <u>must</u> be positioned at the entrance(s) to the site. No works can proceed until the sign(s) is in place.</p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:	
Environmental Protection (Soil and Water Management)	
<p>An engineer endorsed contractor's Erosion and Sediment Control Plan (ESCP) has been provided for this project and has been reviewed and discussed at this meeting?</p>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments on any omissions from the ESCP or suggested changes:	

In accordance with the FNQROC Development Manual, during the construction period, the Consulting Engineer shall randomly audit and inspect ESC measures for compliance with the Engineer endorsed Contractor's ESC Plan.	
The Consulting Engineer is to provide a copy of the ESC Plan to all contractor representatives (including landscape contractors) prior to the commencement of associated works on the site.	
The developer or nominated representative shall be responsible for communicating with third party complainants that may have been affected by dust, noise, sediments etc. leaving the site as a result of construction related activities.	
All areas opened up to construction must be protected prior to every storm event and at the end of each working day. Failure to have all reasonable and relevant ESC measures in place, in the event of environmental harm being caused as a result of works being undertaken on this site, may result in action being taken by Council's Regulatory Compliance Team and/or the Department of Environment and Science (DES). All ESC measures must be inspected, maintained and where necessary improved, expanded or reinforced after every storm event.	
If any declared weeds are, or have been identified on the site, the Council are to be notified immediately for advice on what action needs to be taken.	
Council's preferred method of vegetation disposal is by chipping / shredding /mulching on site. The burning of vegetation is not permitted under Council Policy.	
Any land which contains environmentally significant areas , significant trees, and trees with Preservation Declarations placed upon them, or areas specifically identified for protection and preservation as part of the Development Approval Notification must be discussed at the meeting. The Developer must take appropriate measures to identify, preserve and protect these areas prior to works commencing and throughout the duration of the project.	
To assist in this process, photographs may be taken of all significant features and stored in Council records. Photos taken:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Inspections by Cairns Regional Council	
Council officers may undertake random visits to site during construction and may also take photographs of the various work activities in progress.	
Council Requirements – Development Approval (DA) Conditions	
Refer to any specific DA conditions, which are not covered by Operational Works conditions:	
Construction Requirements – Operational Works Approval Conditions	
Third Party Agreement	
Are any works required in adjacent properties not owned by the developer? <i>This may include sewer connections, stormwater outlets, noise mounds, landscaping, etc.</i>	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have all agreements been provided to allow works to be conducted in these areas?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>



Comments:

Hours of Work

Work involving the operation of construction plant and equipment of any description, shall only be carried out on site during the following times:

- a. 7.00am to 6.00pm, Monday to Friday;
- b. 7.00am to 1.00pm Saturdays
- c. No work is permitted on Sundays or Public Holidays.

Any variations to the above working hours must be provided in writing by Council officers prior to the commencement of such works.

Comments:

Landscaping

Council has approved a landscape plan?

Yes No

Comments:

All soft landscaping works will be subject to a minimum 3 month maintenance period, prior to acceptance of the works by Council. Council must be advised of the date of completion for all planting works in order for a Council inspection to be conducted at the start of the 3 month period. The completion of the maintenance period shall coincide with the Final Works Acceptance inspection, or sooner by agreement.

All hard landscaping works including, but not limited to: shelters, paths, play equipment, retaining walls, bollards etc will be subject to a **minimum 12 months Defects Liability** Period after the Works Acceptance inspection.

Structures and Retaining Walls

Separate building certification and/or structural **certification is required** for any works to alter existing structures, provide new structures or construct retaining walls that are over 1m high. Certification by a suitably qualified engineer must be provided.

Sewer and Water

Water
Cairns Regional Council must be contacted to perform any direct connection to live water mains whether being as a permanent connection, a connection for irrigation purposes or for construction water. Unless otherwise approved in writing, separate applications on the prescribed forms shall be made to Cairns Regional Council for

Other Business			
Earthworks for this project have been designed:			
{Balanced / in surplus / imported} if surplus or imported, approx. quality			T/m³
Has a Haul Route Drawing been provided to Council for approval?			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Is Early Plan Sealing likely in this project?			
Yes <input type="checkbox"/>		No <input type="checkbox"/>	
If 'Yes' summarise any requirements relating to this project			
Comments:			
Pre-Start Meeting - Agreement			
Based on the submitted information and the points discussed in the meeting:			
Works Can Commence <input type="checkbox"/>	Works Can Commence- Conditionally <input type="checkbox"/>	Works Cannot Commence <input type="checkbox"/>	
Should works not be permitted, or additional information required, the following items must be addressed and presented to Council for approval.			
The notes from the Pre-Start Meeting minutes are to be presented to Council for information and action as necessary. They must be presented in the form of a copy of the original document, scanned and forwarded to the Councils nominated contact officer in PDF format. Should the Engineer, Developer or Council representative(s) not agree with this record of the meeting, this must be advised to the meeting organiser by email within 48 hours of receipt. If this is the case, another meeting may be called and works may need to stop until all parties have reached agreement.			
Meeting closed at	AM/PM		
I confirm that these notes represent an accurate account of the issues discussed and comments made during the site meeting.			
Name of Engineer			
RPEQ no.			
Signature			
Name of Company			
Office Telephone		Mobile Phone	
Date	/ /		



Additional Comments (if required)