

Guideline – Works Acceptance

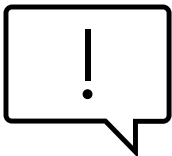
About this Guideline

This Guideline has been prepared to assist applicants to obtain Works Acceptance Certificate.

The Works Acceptance Guideline has been carefully designed to match the content and layout of the mandatory Submission Form – Works Acceptance.

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.

Important



A Works Acceptance Certificate will only be issued once all works are satisfactorily completed. It is highly recommended the Consulting Engineer audits the works before making the submission, if there are concerns about the works, please contact Council 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.

Why does Council issue a Works Acceptance Certificate?

A Works Acceptance is required after construction works have been completed and where Council are asked to accept ownership and confirm that works are completed in accordance with the relevant development approvals. Council often accepts newly constructed assets as a result of this process, and which ultimately become public assets, for example; drains, roads or greenspaces.

Council will inspect the site to ensure these assets are compliant and have been constructed to standards of the relevant development approval. The FNQROC Development Manual (CP1 – Construction Procedures) guides the Acceptance of Works process, specifically sections CP1.19 to CP1.26.

Strict Works Acceptance requirements ensure that the Cairns Region continues to grow in a planned and fit for purpose manner.

Council will only issue the Works Acceptance Certificate once all the construction works are complete. Applicants are required to lodge a complete submission and ensure all development conditions of the relevant approvals have been met and fully realised.

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 request a Works Acceptance Certificate a submission is required to be lodged, followed by an inspection of the works to ensure conditions, standards and requirements have been met.

Broadly, all submissions will follow the same four (4) 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 Works Acceptance Submission is complete and compliant at the time of lodgement. An incomplete submission will not proceed past an initial assessment and may result in delays to your project.

The Submission Form – Works Acceptance, states all required details and information to be provided by an applicant.

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 according to the Document Order Number, outlined on the Submission Form. For example, the 'As Constructed' Submission Form must be labelled as Document 1, the Electronic Management Plan must be labelled as Document 2 and so on.

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

Step 2 – 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; and
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 application form must be entirely completed, including the documentation checklist. The assessment will be carried out based on what has been detailed on the application 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 3 – Inspection

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 Works Acceptance Meeting.

The inspection will take place on site with Council representatives to ensure comprehensive technical inspection of the assets and site. The applicant's representative is required to attend.

Step 4 – Outcome

There are three (3) potential outcomes from the Works Acceptance Inspection, determined based on the FNQROC Development Manual (Construction Phases CP1), relevant development approval conditions and what is assessed at the inspection.

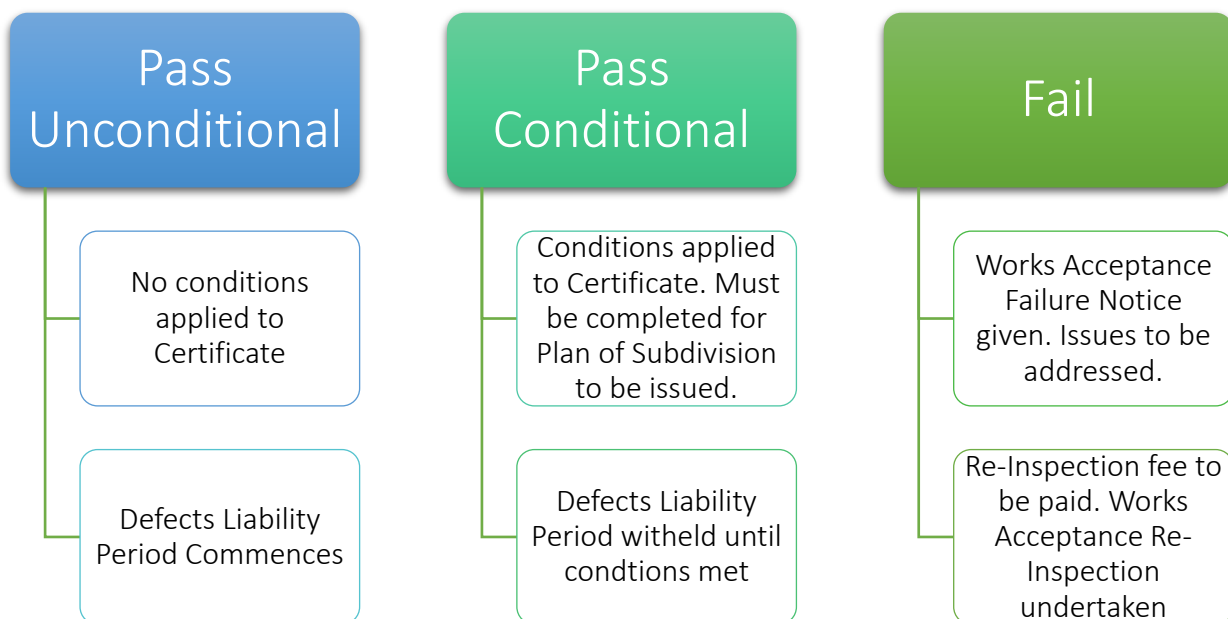


Figure 2 – Overview of possible inspection outcome

If the inspection outcome is determined to be a pass, interim notification will be issued shortly after the inspection.

If the inspection outcome is determined to be a pass, with conditions applied, interim notification will be issued shortly after the inspection. The conditions will be detailed on the interim notification and the Certificate. The conditions must be addressed within 20 days. If the conditions are not addressed, Council will not approve the Plan of Subdivision for the site.

After the Works Acceptance Certificate has been issued, the Defects Liability Period will commence for a period of at least 12 months.

If any areas of major concern are identified, this will be communicated at the inspection and be detailed in a Works Acceptance Failure Notice. This outcome will require a re-inspection after the defects have been

addressed in full by the applicant. Prior to re-inspection being booked, the Re-Inspection Fee must be paid.

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.

Section 1		Applicant Details
Section 1		<p><i>Guidance:</i> Section 1 requires the applicant who is requesting the Works Acceptance 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 application, including all Registered Plans. This information is required to attach the application to the correct land records of Council.</p>
		<p><i>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.</i></p>

Section 2		Current 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. If the applicant's, or if the submitter appeal periods related to the Development Permit are in effect, the development approval has not yet taken effect and Works Acceptance cannot be issued.</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.</i>

PART B - Details of current approval (Related Planning Approval)			
Section 3	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. 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 Acceptance cannot be issued until all appeal periods have ended.</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 prior to Works Acceptance.</i>




Declaration		
Section 3		
	<p><i>Guidance:</i> This section ensures the applicant acknowledges they are aware of the requirements prior to submission and the potential re-inspection fee falling due if the submission or site are not complete. The declaration is in place to encourage applicants to submit complete forms and avoid preventable fees and charges or delays.</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”.	
Section 4	1.	'As Constructed' Submission Form (at end of this document)	<i>Guidance: This form is evidence that the works have been reviewed against the approved design and to provide an accurate record of the 'As Constructed' services. It is a requirement of the FNQROC Development Manual this document be completed by the Consulting Engineer.</i>
	2.	Electronic Management Plans	<i>Guidance: Electronic copies of the updated Management Plans, Operation and Maintenance Manuals, and Environmental Management Plans where these have been amended or not previously provided to Council (where applicable). Please check relevant development conditions as they may require specific plans to be submitted. Council will undertake a very detailed review of the Operation and Maintenance Manuals to ensure assets are compliant and Council can feasibly maintain them. See also CP1.23. for further information.</i> <i>A requirement of a condition associated with non-standard landscaping to be maintained by the property owner or where an extended maintenance period is required.</i>
	3.	RPEQ Certified Asset Valuation Report	<i>Guidance: This document is used to ensure the assets being received are managed correctly within Council's asset management and financial systems.</i>
	4.	Electronic Council Approved Final Engineering Drawings	<i>Guidance: These documents are used to cross-check the 'As Constructed' drawings and are used by infrastructure teams as reference material for their approvals of constructed works.</i>
	5.	Pump Station RTU # and Identifier	<i>Guidance: This identifier is required to ensure a consistent unique reference to the new asset.</i>
	6.	Electronic Council Approved Landscaping and Parks embellishments drawings	<i>Guidance: As Constructed Landscape Plans to be approved and provided. Landscaping to be completed in accordance with plans and as required by conditions.</i>
	7.	Electronic park/landscaping irrigation system drawings	<i>Guidance: As Constructed Irrigation Plans to be approved and provided. Landscaping to be completed in accordance with plans and as required by conditions.</i>
	8.	Electronic design plans for building/structure and copy of Structural Certificate	<i>Guidance: Structural certification is often required for playground shelters, entry statements, water and sewage pumps stations. These documents are used to confirm the integrity of the works completed.</i>

9.	Australian Standard Certification of playground	<p><i>Guidance: All playground structures must be installed by a suitably qualified contractor experienced in installation and certification of playground equipment and installed in accordance with the manufacturer's specifications. Playground equipment and installation must comply with the current Australian Standards for equipment and installation. Manufacturer's documents for landscape embellishments including, although not limited to, installation recommendations, specifications, maintenance equipment/tools, manuals and warranty documents must be submitted to Council prior to the Final Works Acceptance Inspection.</i></p>
10.	Evidence of works carried out on mains	<p><i>Guidance: This may also include works undertaken by Council under an Order of Private Works</i></p>
11.	Compliance Certification for all 'As Constructed' works	<p><i>Guidance: All "As Constructed" works including the Sewerage Property Connection branches, must be surveyed, and certified by a Registered Surveyor. The certification must note that the "As Constructed" survey data represents the true and accurate location of the relevant construction element presented in the data, relative to all appropriate survey datums.</i></p> <p><i>All "As Constructed" works must also be certified by the Consulting Engineer responsible for the works. The certification must note that the design intent and function of the proposed works have not been compromised by the constructed works. The Consulting Engineer will be responsible for determining whether the "As Constructed" details that exceed the tolerances for construction does not compromise the design intent and/or operational effectiveness of the infrastructure.</i></p> <p><i>The Consulting Engineer shall be responsible for the completion of the "Statement of Compliance - As Constructed Works", which satisfies the requirements for Certification.</i></p>
12.	Survey Datum – Final 'As Constructed' drawings (PDF and DWG Format)	<p><i>Guidance: These documents are required to ensure all Council assets are linked to a common recognised Datum.</i></p>
13.	Inspection and Test Plan certified by Consulting Engineer	<p><i>Guidance: The certified ITPs are require to provide a certified record of all new infrastructure inspections, particularly underground infrastructure, not witnessed by Council.</i></p>
14.	'Works Acceptance' Inspection Checklist	<p><i>Guidance: This a key document, required by FNQROC to be completed as part of Works Acceptance. It is an excellent opportunity for the applicant to audit the</i></p>

		<i>works completed to ensure they are ready for Works Acceptance.</i>
15.	Water and Sewerage inspection certifications including pump station/reservoir commission certificate	<i>Guidance: These certifications are required to ensure the assets have been constructed in accordance with all the required standards.</i>
16.	Letter requesting acceptance of a pump station including supporting documentation	<i>Guidance: The development approvals will have specific requirements that will need to be meticulously reviewed and followed. This documentation can be extensive, and it is recommended the Consulting Engineer contacts Council to ensure all elements of the documentation have been addressed and submitted.</i>
17.	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 prior to Works Acceptance.</i>
18.	Digital CCTV survey for Sewer and Stormwater with Engineering Report and Certification	<p><i>Guidance: Council will use these files to integrate the location of the assets into our asset mapping systems.</i></p> <p><i>Due to the size of these files, Council's preference is that these files are submitted through the "Engineering Express" Portal (SharePoint). If you require access to this portal, please contact the Development Engineering team. Please ensure the document folder and files are clearly labelled with development project name and stage as well as Operational Works Permit Number. Be sure to include "CCTV". Please be mindful of the folder structure and do not drop any unnecessary files into the SharePoint.</i></p>

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

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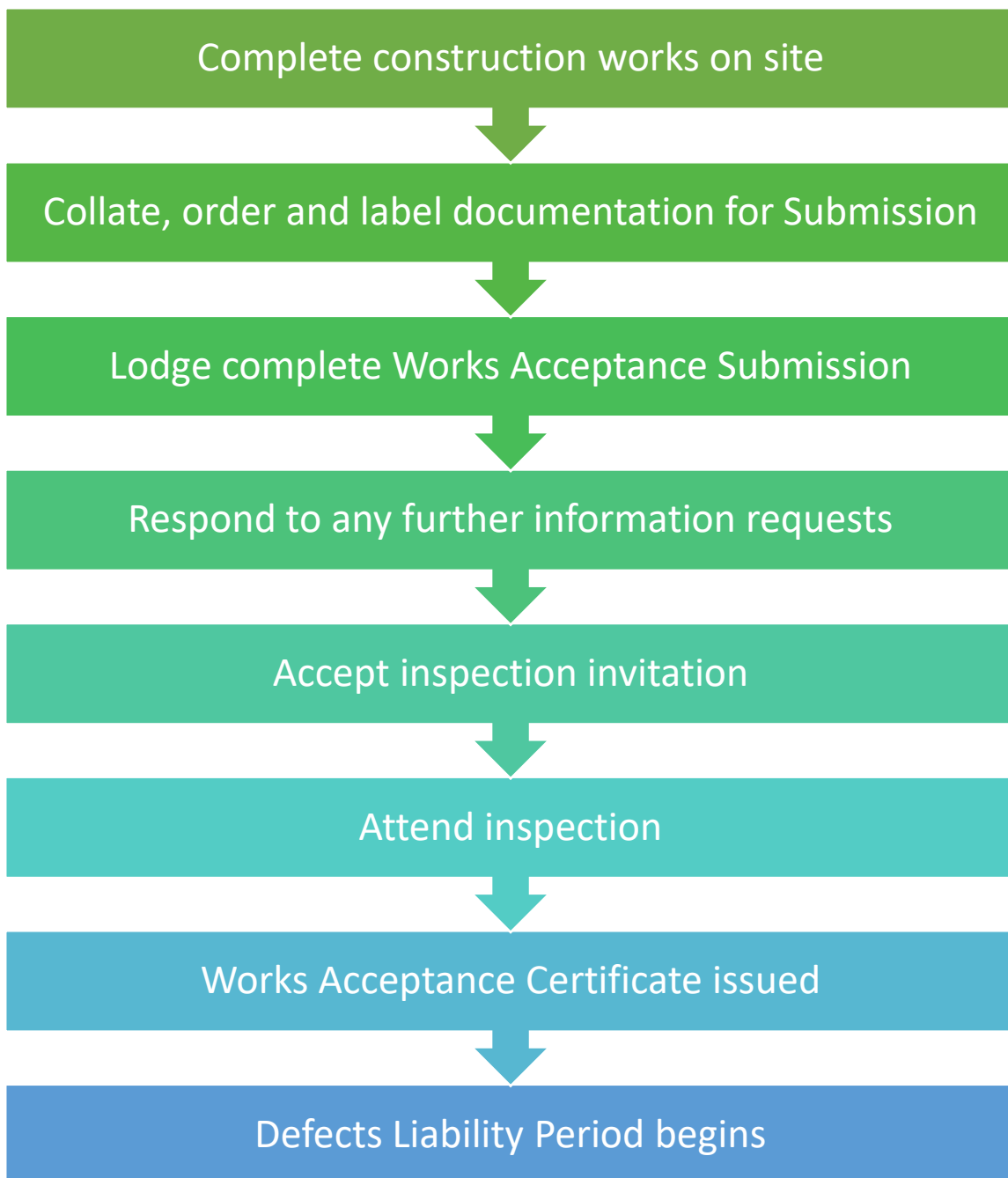


Figure 3 – Works Acceptance process flowchart