



## Submission Form – Final Works Acceptance

FNQROC Development Manual CP1.30 Version 8

### Purpose

Final Works Acceptance is the final post-approval step. The submission and resulting inspection ensure the completed works and any defects have been addressed and meet a suitable standard for public use. Submissions must be lodged at [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 & Landscape Compliance Checklists 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 & Landscape 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 declare that the requirements of the Works Acceptance Certificate and Landscaping Practical Completion Endorsement have been completed <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"/>
	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 is indicated as “attached” or “N/A” in the below table.			Attached
1.	CP.1.30.4b	Final Acceptance Checklist (at the end of this form)	<input type="checkbox"/>
2.	CP.1.30.1	Evidence of any defects being satisfactorily repaired	<input type="checkbox"/> N/A <input type="checkbox"/>
3.	CP.1.30.4d	Evidence of Works Acceptance conditions being satisfactorily met	<input type="checkbox"/> N/A <input type="checkbox"/>
4.	CP.1.30.4d	Works Acceptance Certificate	<input type="checkbox"/>
5.	N/A	Landscaping Practical Completion Endorsement	<input type="checkbox"/> N/A <input type="checkbox"/>
6.	N/A	Evidence of Landscaping Practical Completion Endorsement conditions being satisfactorily met	<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)

### FINAL ACCEPTANCE INSPECTION CHECKLIST

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

DEVELOPMENT LOCATION: .....

ITEM	VERIFICATION (Yes/No/NA)	COMMENT
<b>STORMWATER DRAINAGE SYSTEM</b>		
a) Pipework has been visually inspected and is satisfactory, ie., – free of debris and siltation – pipe joints satisfactory with no deflection or movement – no visible sign of trench subsidence – no exposed reinforcing steel to cut pipe ends		
b) Gully pits and manholes have been visually inspected and are satisfactory, ie., – no ponding – no excessive cracking or distress of reinforced concrete works – clear of silt and debris – all mortar is in place, no excessive spalling, flaking, or cracking – no visible sign of subsidence		
c) overland flow paths clear		
<b>WATER QUALITY</b>		
a) Water Quality Structures have been visually inspected and are satisfactory, ie., – free of debris and siltation – no cracking or distress of concrete at fixing points – fasteners are secure – structures have not misaligned due to excessive loads – no corrosion at any location evident		
<b>ALLOTMENT DRAINAGE</b>		
a) Concrete catch drains have been visually inspected and are satisfactory, ie., – clear of silt and debris – no damage or cracking – overland flow path profile maintained		
<b>EARTHWORKS/SITE WORKS</b>		
a) All batter slopes stable and no distress exhibited.		
<b>EROSION AND SEDIMENT CONTROL</b>		
a) Site has been visually inspected and has no obvious signs of erosion or sediment deposits and has achieved 80% grass cover		
b) Erosion and sediment control measures no longer required have been removed and rehabilitation works completed.		
<b>WATER RETICULATION</b>		
a) No visible signs of trench subsidence.		

## FNQROC DEVELOPMENT MANUAL Council

.....  
(INSERT COUNCIL NAME)

### FINAL ACCEPTANCE INSPECTION CHECKLIST

ITEM	VERIFICATION (Yes/No/NA)	COMMENT
b) Valves and hydrants have been inspected and are satisfactory, ie., – no leaks – valve and hydrant markings – no damage		
<b>SEWERAGE RETICULATION</b>		
a) No visible signs of trench subsidence.		
b) Pipework has been visibly inspected and is satisfactory, ie, – alignment satisfactory – clear of silt and debris (flushed) – no ponding – pipework not oval or compressed		
c) Manholes/structures have been visually inspected and are satisfactory, ie., – benching no signs of cracking, spalling ok – no weeping or infiltration – no ponding or disposition of solids		
d) PCB markers have been visually located		
<b>ROADWORKS</b>		
a) Road pavement has been visually inspected and satisfactory, ie., – no damage to Wearing Course – no ponding – clear of siltation and debris		
b) Kerb and channel has been visually inspected and is satisfactory, ie., – no excessive cracking or distress to concrete works – no ponding – service conduit markers ok – no differential settlement or dislocation of pavement surface and concrete kerb and channel.		
c) Linemarking and road signage satisfactory.		
<b>BUILDING/STRUCTURE</b>		
a) Building/Structure Inspected		
<b>MISCELLANEOUS</b>		
a) Footpaths and concrete works satisfactory.		
b) Bikeways and associated works satisfactory.		
c) Street name signage satisfactory.		
d) Alternative pavement surfacing (eg pavers, stamped concrete) is satisfactory.		
e) Street lighting has been installed and is operating as per the approved design.		
f) Landscaping has been provided for a minimum 13 week period and is in an acceptable condition for handover to Council.		

**FNQROC DEVELOPMENT MANUAL Council**

.....  
(INSERT COUNCIL NAME)

**FINAL ACCEPTANCE INSPECTION CHECKLIST**

INSPECTOR'S SIGNATURE:.....

NAME:.....

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

CONSULTING ENGINEER:

SIGNATURE..... RPEQ No: ..... DATE:..... /..... /.....