



Guide 3

Prior to Submission of an Operational Works Application



General Requirements

Prior to submission of an Operational Works Application, the following items should be completed:

Any reports or investigations required by the Development Permit, Rezoning Approval or Subdivision Permit shall have been approved. Where the recommendation of reports or investigations requires amendments to the proposal layout plan, the amended plan must be approved and the engineering drawings incorporate the amendments.



Written approvals and clearances from the following Agencies and other stakeholders, as applicable; will be required.



- Department of Transport & Main Roads (TMR)
- DPI – water resources
- Downstream drainage Discharge Rights (*Legal point of discharge*)
- Clearance of works in/on land not owned by Developer
- ENERGEX
- Others (as necessary)



It is recommended that engineering drawings and specifications be submitted for approval after the issue of a Development Permit for Reconfiguring Lots or Material Change of Use. This will reduce the possibility of major amendments or redesign that may result from the special conditions of the Permit.

Pre-lodgement Meeting

Designers are able to use Council's pre-lodgement meeting service, which is included in the fee for an Operational Works application, to discuss design issues prior to finalizing of engineering drawings for submission to Council. Additional meetings can be arranged for a fee.

Checking drawings & specifications prior to submission

The applicant must ensure that all drawings and specifications submitted for approval by Council have first been checked and approved by the subdivider/developer's Registered Professional Engineer and signed by that Engineer.

Council officers are not responsible for checking drawings in detail.

It is the consultant's responsibility, through their quality assurance procedures, to ensure that designs and documentation are in accordance with Council's Standards (including the Design and Construction Manual), Policies, Town Planning Scheme and other appropriate engineering standards.

Designs must conform with acceptable engineering practice and produce a proper and safe design.

Application

The Operational Works Engineering Documentation Application (Appendix A) is an important tool to progress a project in a timely manner. A "well made" application will assist in timely progression of an application. The use of the Application Checklist and Advice of Non-Conforming Design will also assist greatly.

Specifications

Job specifications must be submitted for approval as part of the Operational Works application.

Non-conforming Design

Non-conforming designs will be considered on their merits. These designs must satisfy the objectives and performance criteria of Council's Design & Construction Manual. All non-conforming design proposals must be clearly identified (Appendix C) along with the engineering basis for variation from the design requirements of the Design and Construction Manual.



Application checklist

An Application Checklist (Appendix B) must be completed and included in the original submission. The checklist summarises the fundamental items which Council will check in assessing the application. It is intended that the checklist will assist in minimizing the requirement for amendment designs to comply with the various requirements of Council's documents.

The designer may cross out items that do not apply to the proposal and add notes or comments where the design varies from Council's standards (e.g. Non-conforming design).

Generally, all correspondence and communications regarding the application shall be with the applicant only. In special circumstances, Council's subdivisions Engineer may authorize otherwise, in which case copies of correspondence may be forwarded to the Owner and/ or Developer.

Useful Tools

- [Appendix A](#) (Operational Works -Engineering Documentation Application)
- [Appendix B](#) (Application Checklist – Engineering Documentation)
- [Appendix C](#) (Non-Conforming Design Report)

