

**REQUEST FORM
APPLICATION FOR OFF MAINTENANCE AND
OFF MAINTENANCE INSPECTION
DEVELOPMENT & PLANNING**

Application Details	
Application Number:	
Development/Project Name:	
Stage Number:	
Requested Date/Time for Off -Maintenance inspection: <i>*Minimum one week's notice required</i>	
Required Council Departments:	<input type="checkbox"/> - Development Engineering <input type="checkbox"/> - Open Space & Environment <input type="checkbox"/> - Wide Bay Water (WBW) <input type="checkbox"/> - Infrastructure Services <input type="checkbox"/> - Regulatory Services <input type="checkbox"/> - Other – Please Specify
Property Details	
Real Property Description:	
Address:	
Project Details	
Principal Contractor's Name & Company:	
Principal Contractor's Phone:	
Representative Engineer's Name & Company:	
Representative's Engineer Phone:	
Incomplete Works Finished On-Site (Please Provide Details)	

This form must be fully completed and accompanied by the following when making an Off Maintenance request:

Requirement	Comments	Provided
1. On-Maintenance Inspection successfully completed including Council's On-Maintenance inspection checklist <u>fully</u> completed and inspection report sheet. – Approval attached or the Council Ref Number.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
2. Payment of re-inspection fees – Copy attached		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
3. Request for release of maintenance security bond – Request attached.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

I hereby certify that the information contained within this application (including the information contained in the attachments) is complete and correct in all particulars.

Consultant's/Developer's Name:	
Engineering Assessing Officer:	Date:
Signature:	

Advice Note: Additional re-inspection fees may apply if required as per Schedule of Fees and Charges 23/24.

ITEMS TO BE CHECKED ON-SITE BEFORE LODGING THIS FORM

Item	Verification (Yes/No/NA)	Comments
STORMWATER DRAINAGE SYSTEM		
a. Pipework has been visually inspected and is satisfactory, i.e., <ul style="list-style-type: none"> o free of debris and siltation o pipe joints satisfactory with no deflection or movement o no visible sign of trench subsidence o no exposed reinforcing steel to cut pipe ends. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Gully pits and manholes have been visually inspected and are satisfactory, i.e., <ul style="list-style-type: none"> o no ponding o no excessive cracking or distress of reinforced concrete works o clear of silt and debris o all mortar is in place, no excessive spalling, flaking or cracking. o no visible sign of subsidence. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
WATER QUALITY		
a. Water Quality Structures have been visually inspected and are satisfactory, i.e., <ul style="list-style-type: none"> o free of debris and siltation o no cracking or distress of concrete at fixing points o fasteners are secure. o structures have not misaligned due to excessive loads. o no corrosion at any location evident 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
LANDSCAPING		
a. Landscaping has been provided for a minimum 13-week period and is in an acceptable condition for handover to Council.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Have the street and smart trees been planted on-site	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
ALLOTMENT DRAINAGE		
a. Concrete catch drains have been visually inspected and are satisfactory, i.e., <ul style="list-style-type: none"> o clear of silt and debris o no damage or cracking o overland flow path profile maintained. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
EARTHWORKS/SITE WORKS		
a. All batter slopes stable and no distress exhibited.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
EROSION AND SEDIMENT CONTROL		
a. Site has been visually inspected and has no obvious signs of erosion or sediment deposits and has achieved 80% grass cover.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Erosion and sediment control measures no longer required have been removed and rehabilitation works completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

ROADWORKS		
a. Road pavement has been visually inspected and satisfactory, i.e., <ul style="list-style-type: none"> o no damage to Wearing Course o no ponding o clear of siltation and debris o tabledrains clear of silt and debris 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Kerb and channel has been visually inspected and is satisfactory, i.e., <ul style="list-style-type: none"> o no excessive cracking or distress to concrete works o no ponding o service conduit markers ok o no differential settlement or dislocation of pavement surface and concrete kerb and channel. 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Linemarking and road signage satisfactory.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
MISCELLANEOUS		
a. Footpaths and concrete works satisfactory.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Bikeways and associated works satisfactory.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Street name signage and speed limit satisfactory.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
d. Alternative pavement surfacing (e.g., pavers, stamped concrete) is satisfactory.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
e. Street lighting has been installed and is operating as per the approved design.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
OTHER MATTERS		
a. Specific matters in relation to the site.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	