

## REQUEST FORM APPLICATION FOR ON-MAINTENANCE DEVELOPMENT & PLANNING

Application Details	
Application Number:	
Development/Project Name:	
Stage Number:	
Requested Date/Time for Pre-Start Meeting: <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 (Please Provide Details)	
<b><i>Is this application to be considered for incomplete works bonding – if so, please provide schedule of works and quotes.</i></b>	

This form must be fully completed and accompanied by:

Requirement	Comments	Provided
Consulting/Contractor Engineer's compliance certificate is completed – Copy attached		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Has the place been cleaned and tidied (i.e., construction materials and rubbish been removed from site)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Have the street and smart trees been planted on-site		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Supervision Certificate – Engineering, Landscaping		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Structural Certificates – Filling, retaining walls, etc		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Copy of survey plan showing easements etc		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
QA & Testing Documents – Manuals, Warranties etc		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Landscaping Product documentation		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
As Constructed Data and Certification		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Approvals for completed works received from applicable referral agencies – Copy attached.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Contractors Maintenance Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Landscaping Maintenance Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
CCTV Sewerage		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
CCTV Stormwater & Flushed Pipes		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Adjoining owners letters (drainage rights, approved works etc)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Maintenance bond Paid – Copy Attached.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Payment of any outstanding fees (i.e., reinspection fees) – Copy attached.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
<b>Requirement</b>	<b>Comments</b>	<b>Provided</b>
Materials test results		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Final building inspection certificates and approvals (for structures)		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
All master keys and any copies provided to Council.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Plan of finished surface levels from a Licensed Surveyor and certification from a RPEQ that the development has been constructed to meet Q100 flood immunity in accordance with the approved design drainage strategy for the development, provided to Council – Copy 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:	
<b>Engineering Assessing Officer:</b>	
Signature:	Date:

**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
<b>ALLOTMENT DRAINAGE</b>		
The works have been finally inspected and:		
a. Concrete catch drains constructed in approved location and to a satisfactory standard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Field Inlets constructed in approved location and to a satisfactory standard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Overland flow path constructed to correct profile.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
d. Pipework has been visually inspected and is satisfactory i.e., <ul style="list-style-type: none"> <li>o alignment and grade</li> <li>o free of debris and siltation</li> <li>o no visual sign of trench subsidence</li> <li>o outlets are satisfactory.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
e. Lots not provided with Allotment Drainage can be drained to the kerb and channel.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>STORMWATER DRAINAGE SYSTEM</b>		
The works have been finally inspected and:		
a. Pipe layout is as per plan or approved amendments with respect to pipe size, levels, and location.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Pipework has been visually inspected and is satisfactory, i.e., <ul style="list-style-type: none"> <li>o alignment and grade</li> <li>o free of debris and siltation</li> <li>o pipe joints satisfactory</li> <li>o lifting plug holes sealed</li> <li>o no visible sign of trench subsidence</li> <li>o no damaged pipes</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Gully pits and manholes have been constructed to the correct standards, i.e., <ul style="list-style-type: none"> <li>o correct type of grate or cover</li> <li>o lintels</li> <li>o side entry slots</li> <li>o benching (no water ponding)</li> <li>o grates are satisfactorily seated in frames.</li> <li>o weepholes provided to bedding material.</li> <li>o no damaged structures</li> <li>o converter slabs/sections mortar bedded.</li> <li>o correct drops through gullies/manholes</li> <li>o all lids/grates finished to match surface level.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
d. All density tests to backfill are available and satisfactory.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
e. Material gradings are available for bedding material and satisfactory.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
f. Outlet/Inlet structures are satisfactorily constructed and are free from scour or siltation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
g. All manhole and gully pit pipe connections are mortared flush with the walls and no pipe reinforcement is exposed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
h. Open cut channels have been finally inspected are satisfactory, i.e., <ul style="list-style-type: none"> <li>o cut to design profiles.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

PO Box 1943, Torquay Q 4655

Hervey Bay 77 Tavistock Street, Torquay Q 4655 | Maryborough 211-213 Adelaide Street, Maryborough Q 4650

Telephone: 1300 79 49 29 | Website: [www.frasercoast.qld.gov.au](http://www.frasercoast.qld.gov.au)

Email [development@frasercoast.qld.gov.au](mailto:development@frasercoast.qld.gov.au)

o. lining of channel is to the required thickness and reinforcement, with appropriate weepholes.		
i. Overland flow, the works have been finally inspected and appropriate flow paths are provided and clear of obstruction.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
j. Outlets and outfalls have been constructed to control discharge flow in accordance with the plans.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
k. Subsoil drainage discharges to gullies or other approved points of discharge.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
l. All grassing requirements to channels, swales, outlets, inlets etc. have been completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
m. CCTV inspections of stormwater pipes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>WATER QUALITY</b> The works have been finally inspected and:		
a. Water Quality structures have been constructed in accordance with approved engineering drawings.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Structures are free of debris and sediment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>EROSION AND SEDIMENT CONTROL</b> The works have been finally inspected and:		
a. Control structures required until the site is stabilised in accordance with the Contractor's ESC are in place.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Structures are free of debris and sediment.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>EARTHWORKS</b> The works have been finally inspected and:		
a. Toe of batters not on Council road reserve except as approved.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Retaining walls clear of road reserve except as approved.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Retaining walls constructed in accordance with drawings.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
d. Batter slopes constructed in accordance with drawings.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
e. Batter slopes stabilised against erosion.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
f. Interim drainage constructed in accordance with drawings.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
g. All areas disturbed by the works have been rehabilitated.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
h. Allotment levels are as per the design plans.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
i. Verge levels are as per the design plans.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>ROAD PAVEMENTS</b> The works have been finally inspected and:		
a. Plan layout and geometry of road system is in accordance with the drawings.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Finished levels at crown and channel are at design levels.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Crossfalls are to the approved plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
d. AC/Bitumen is satisfactory with regard to finish and thickness.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

e. Joints in the seal (especially where various development stages apply) are flush.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
f. The sealed surface is free of blemishes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
g. All compaction test, material quality (CBR), material grading, AC core tests are satisfactory and available.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
h. Ponding of stormwater does not occur.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>SEGMENTAL PAVERS (Where Constructed)</b>		
The works have been finally inspected and:		
a. All pavers have been correctly laid to pattern, within allowable tolerance, compacted, and the joints filled.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Bedding sand for pavers drains to subsoil drainage.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Pavers adjacent to concrete kerb and channel, edge restraints etc. have been cut and laid in accordance with all relevant requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>CONCRETE WORKS</b>		
The works have been finally inspected and:		
a. The correct type has been used to all locations in accordance with drawings.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Ponding of stormwater does not occur.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Transitions and connection to existing construction are smooth and to a satisfactory standard of workmanship.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
d. Service conduit markers have been placed to kerb face.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
e. Lip and back of kerb are flush with the roadway and footpath respectively.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
f. All channelization works and medians have been satisfactorily completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
g. Infill treatment of medians has been inspected and found satisfactory. Any landscaping has been completed to standard.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
h. Subsoil drains have been provided (including under medians).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
i. Appropriate expansion and contraction joints provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
j. Subsurface finish is to approved design and within tolerances.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>FOOTPATHS</b>		
The works have been finally inspected and:		
a. Profiles are as per plan.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Footpath has been topsoiled and satisfactory.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Footpaths have been stabilised/turfed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
d. All service fixtures (such as valves etc.) 25mm above the surrounding footpath.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
e. Concrete footpaths have been constructed to Council.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
f. Pram ramps constructed as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
g. Footpaths to be free of rock and loose stones.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

PO Box 1943, Torquay Q 4655

Hervey Bay 77 Tavistock Street, Torquay Q 4655 | Maryborough 211-213 Adelaide Street, Maryborough Q 4650

Telephone: 1300 79 49 29 | Website: [www.frasercoast.qld.gov.au](http://www.frasercoast.qld.gov.au)

Email [development@frasercoast.qld.gov.au](mailto:development@frasercoast.qld.gov.au)

<b>BIKEWAYS</b>		
The works have been finally inspected and:		
a. Location and width are as per the drawings.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Kerb ramps and crossings are constructed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Safety rails and signs have been installed where required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>LIGHTING</b>		
The works have been finally inspected and:		
a. Lighting has been installed and is operating as per approved design.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. If lighting is yet to be installed, or made operational, copy of service agreement has been provided from the lighting/energy provider and all uncompleted works have been adequately guarded.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>BUILDING/STRUCTURE</b>		
The works have been finally inspected and:		
a. Council approval for building.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Building/Retaining Structure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
<b>OTHER</b>		
a. Approvals for completed works received from applicable referral agencies.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
b. Street name signs, traffic signs and pavement marking have been installed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
c. Works have not resulted in problems on neighbouring properties. Clearance letters from property owners are available where applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
d. All boundaries of Subdivision/Development have been inspected to ensure works as constructed will not affect adjoining properties.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
e. All necessary testing to ensure the quality of the work has been carried out and results are available.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
f. Consulting/Contractor Engineer's compliance certificate is completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
g. "As-Cons" submission has been provided to Council and is to Council's satisfaction.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
h. All allotment boundaries, easements etc., have been pegged.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
i. All test results and records have been compiled and stored in the Record Storage facilities of the Consulting Engineer's office and a copy forwarded to Council.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
j. All operating Manuals, maintenance procedures, mechanical warranties etc. have been submitted to Council.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
k. Parkland is in a mowable condition where practical and free of rock and loose stones.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
l. Irrigation systems have been provided, are operating as designed and As-Cons drawings provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	