



SUBDIVISION PRE-START UP CHECKLIST

WAPC Number:	
Subdivision name and stage:	
Subdividers Name / Company:	
Details of the Superintendent:	
Name: _____ Company: _____ Contact Number: _____	

Disruption to local neighbourhoods caused by work activities associated with the subdivision shall be minimised. Written authorisation to commence works by a City Officer will be given once the following pre-requisites are satisfied.

<input type="checkbox"/>	Current WAPC approval and City of Albany approved construction drawings (copy issued to Engineering Officer).
<input type="checkbox"/>	Site assessment completed and appropriate dust and sand drift management plan in place in accordance with DEP's Dust Control Guidelines.
<input type="checkbox"/>	Noise and vibration management plans completed.
<input type="checkbox"/>	Traffic management plan prepared.
<input type="checkbox"/>	Complaints register and complaints procedure in place.
<input type="checkbox"/>	Neighbourhood consultation completed.
<input type="checkbox"/>	All equipment required for implementation of Management Plans is on site.
<input type="checkbox"/>	Dewatering areas specified with Department of Water approval.
<input type="checkbox"/>	Building Licence obtained for retaining walls (required prior to construction of walls).
<input type="checkbox"/>	Demolition licence for existing structures.
<input type="checkbox"/>	Hours of operation (Mon-Fri: 0700-1800 & Sat: 0730 – 1300). No work is permitted outside these hours without prior approval from the City..
<input type="checkbox"/>	Appropriate method of disposal of cleared vegetation has been agreed (Note that the burning of cleared vegetation from subdivisions is not permitted).
<input type="checkbox"/>	Environmental management plan is supplied.
<input type="checkbox"/>	Destination of spoil, source of fill and road pavement material.
<input type="checkbox"/>	A sign is erected at the entry to the subdivision.
<input type="checkbox"/>	Areas or features identified as not to be disturbed are confirmed and barricading/signage inspected.
<input type="checkbox"/>	Source of construction water is identified.
<input type="checkbox"/>	Site access details have been discussed.

The above items have been duly completed and works authorised to commence (City of Albany use).

Name: _____

Signed: _____

Position: _____

Date: _____