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1.1 Scope

This Code of Practice sets out requirements for protection of the public and Council’s assets adjoining construction sites within the City of Melbourne.

1.2 Purpose

The purpose of this Code of Practice is to encourage construction activity within the City of Melbourne while at the same time:

- Minimising the risk of injury to the public
- Protecting Council’s assets
- Controlling nuisance around building sites
- Improving the design quality of temporary structures in the city

1.3 Application

The requirements set out in this Code applies to all construction sites within the boundaries of the City of Melbourne. *(See appendix ‘A’).*

Note: Whilst similar principles may apply to the protection of adjoining private property, such protection does not form part of this Code of Practice.
1.4 Legal implications

The Code will be referred to in the implementation of the City of Melbourne’s Activities Local Law in particular in the appraisal of the Works Management Plan required under the Local Law. As a result, this Code has legal force and effect and compliance with this Code is mandatory. Any variations or alternatives requiring approval should be accompanied by an “Environment Management Plan or a Works Management Plan” as appropriate for the consent and report of the Council or delegate.

Under the Activities Local Law the penalty for failing to comply with the Local Law and hence, this Code is up to $2,000 and, in the case of a continuing failure, up to $200 per day for each day after a conviction. The Activities Local Law also allows an authorised officer to issue a Notice of Infringement carrying a penalty of $1,000 and/or issue a Notice to Comply (directing a person to comply with this Code).

Compliance with this Code is not a substitute for compliance with other State and Local Government laws governing building work or the carrying out of work on to roads. A person carrying out building work is responsible for obtaining all necessary consents or permits.

Without in any way narrowing the enquiry, persons who wish to carry out building work should familiarise themselves with the requirements of:

- Council’s Local Laws
- Building Act 1993 and the Building Regulations 1994
- City of Melbourne Planning Scheme
- Health Act
- Occupational Health and Safety Act 1985
- Road Safety Act 1986
- Disability Discrimination Act
- Relevant Australian Standards
2. **DEFINITIONS**

In these requirements:

“**Authorised Officer**” means a member of Council staff or an agent of Council, authorised either generally or in a particular case for the purpose of local laws or building regulations.

“**Barrier**” means a fence, hoarding, rail, traffic cone, pedestrian control sign or barricade erected for the exclusion of the public and/or the control of noise, dust or debris.

“**Building Work**” includes works, activities, events and practices for or in connection with the construction, alteration, renovation, demolition or removal of a building.

“**Catch Platform**” means a platform which is attached to a scaffold or perimeter of a building to contain unintentional falling debris.

“**Construction Zone**” a zone or space on a carriageway dedicated to the temporary parking of construction vehicles, tradesman vehicles or material delivery vehicles.

“**Construction Site**” means a site where building work is proposed to be carried out, or is being carried out.

“**Council**” or “**City of Melbourne**” means the Melbourne City Council, or any member of the Council’s staff to whom a delegation has been made pursuant to the Local Government Act.
“Crane” means any lifting or hoisting device including tower cranes, mobile cranes, travel towers, cherry pickers or the like.

“Crossing” means the portion of a driveway or vehicular accessway between the carriageway of the road and the property boundary.

“Engineer” means a registered building practitioner in the category of Civil Engineer.

“Gantry” means a structure, which covers a public way and provides protection from both the side and overhead.

“Hoarding” means a high temporary fence or structure enclosing a demolition site or a building site during building works, to restrict access and provide side protection to the public.

“Hoisting Zone” means a zone of the gantry dedicated for the craning or hoisting of materials from the road to the building site.

“Kentledge” means a counterweight designed to provide stability to a temporary structure.

“Kerb” means the raised rigid border at the end of a carriageway or footpath.

“Perimeter Scaffold” means a temporary structure specifically erected to support access platforms or working platforms and to provide overhead and side protection around a building.

“Person” includes a corporation, public body, trust, or association whether incorporated or otherwise.

“Registered Building Practitioner” means a person registered under Part II of the Building Act 1993.
“Road” has the same meaning as in the Local Government Act and includes a street as defined in the Building Regulations 1994.

“Shoring” means timber or steel or concrete members used to support an excavation face to prevent slippage of earth.

“Street Alignment” means the line between a road reserve and the adjoining land.

“Street Furniture” are elements placed in a streetscape including benches, bollards, signage, lighting, tree grates, telephone booths, rubbish bins, sculptures and the like.

“Temporary Structure” means a removable structure that has been erected for a limited period of time only at an authorised location to provide protection for the public and enable the safe carrying out of building works.

“User” means the person with eventual responsibility for use of the temporary structure on the road; usually the main contractor responsible for the associated building works.

“Victoria WorkCover” or “WorkCover” means the Victorian WorkCover Authority.
3. **PERMITS, PLANNING & DOCUMENTATION**

3.1 **Permits**

Pursuant to Council’s local laws a person must not without first obtaining a permit from the Council:

- Erect a hoarding, gantry, scaffolding or site shed on or over a road
- Install a temporary or permanent crossing
- Occupy or fence off part of a road
- Operate a crane, hoist, lift or tackle on or above a road
- Make a hole in or adjacent to a road or public space
- Carry out building works outside permitted hours

Permits are generally issued for a maximum period of 3 months. Renewal is not automatic and depends upon compliance with the permit requirements in each preceding period.

*(See Appendix ‘B’ for a Council directory)*

3.2 **Planning**

When planning for precautions to be erected over the road, the user should consider factors such as:

- Details of how the building is designed to be erected or demolished
- Width of footpath and extent of hoarding intrusion required
- Site security and crime prevention
- Nature of public protection required
- Location of services and access to service hatches, hydrants etc.
- Location of tower crane and hoisting zone if required
- Pedestrian access including disabled access and pram access
- Truck wheel cleansing facilities
- Obstructions such as street furniture, trees, bus and tram stops and tram safety zones, including if necessary any temporary relocation proposed.
- Signage, lighting, pedestrian barriers
- Dust, noise and dirt control
- Duration of protection required
- Hours of site operations, material delivery times etc. and frequency of deliveries
- Signage, displays of business or adjoining properties required to be unobstructed
- Visibility, aesthetics
- Electrical hazards
- Fire protection including spread to adjoining properties
- Slipping or tripping hazards
- Provision of temporary services, concrete pump lines, water supply etc.
- Structural strength and stability of temporary structures proposed
- Waterproofing of overhead decks
- Location of site sheds
- Is the structure free standing or to be tied to an existing building
- Visibility of traffic signals
- Location of crossings and construction ramps
- Catch platforms, safety nets or the like to trap falling debris near source in multistorey construction
3.3 **Documentation**

An application for a permit to erect a temporary structure over the road should be submitted with sufficient information to show compliance with the design requirements of this code of practice. This should include the following where applicable.

- Site plan, showing all footpath or roadway details
  
  Location of service hatches, fire hydrants, trees, booths, street furniture, public transport stops and building or site access should be marked on the plan

- Architectural and Structural plans, sections and street elevation to a scale of 1:100 including all necessary dimensions

- Construction and structural details, including structural connections and footings

- Duration of temporary work

- Purpose of temporary structure

- Waterproofing, lighting and general public amenity

- A services map detailing all services that could be influenced or hindered by the erection of precautions

- Location and details of advertising display boards

The Council may require further information as necessary to consider the licence application. This may include all of the following:

- The stipulated permit fee
A deposit or bank guarantee as required for the purpose of maintenance or removal of the structure if required for public safety and amenity, and reinstatement of any damage to Council’s assets

Certification by an appropriately qualified registered building practitioner in an approved form that the structure complies with these design requirements and any relevant Australian Standards or a fee for the appraisal of the structure by Council’s Engineers

Evidence of a Public liability policy indemnifying the City of Melbourne and/or completion of an indemnity in favour of the Council

A check survey of the footpath if there is a potential for damage (e.g. if there is an excavation greater than 3000mm deep on or over the street alignment)

Survey monitoring points and periodic readings for movement adjoining deep excavations if required by Council

3.4 Display Boards

At all sites a contact board must be displayed prominently on the hoarding or gantry and include as a minimum:

- Name and address of site
- The name of the main contractor or builder
- Name of building surveyor responsible for protection works
- Name of company responsible for structures over the street
- Emergency contact telephone numbers
- A copy of the Council permit for the erection of the structures over the road
- Duration of proposed temporary works
The contact board may also be incorporated into a project advertising panel affixed to the hoarding or gantry. Note however, that unless otherwise permitted, the maximum size of an advertising panel is to be restricted to 2000mm wide x 1200mm in height with a maximum of two panels per street frontage. In certain circumstances the Council may require that hoardings be used for advertising an event, or be used as a display for an approved graphic design.
4. **HOARDINGS**

4.1 **General Requirements**

- The size and shape of all hoardings erected on Council property must be to the satisfaction of the Site Services Section of the Council. Refer figure 1 for general hoarding construction details and minimum requirements.

- Hoarding screens must be constructed of closely boarded timber or plywood between 1.8m to 2.4m in height to secure a building site and form a barrier against noise, dust and debris. Chain wire and corrugated iron fences are considered unsuitable for this purpose.

- Hoardings are to be designed to withstand wind loads to AS 1170.2 with counterweights as necessary to prevent overturning. In addition hoardings adjoining excavations are to be designed to withstand a lateral line load of 0.75 kN/m applied at a height of 1 metre from the base and suitably guarded by barriers to prevent vehicular impact.

- Hoardings and barricades must be in good condition, free from graffiti and maintained to the satisfaction of the Council. They should be painted in a uniform colour preferably white.

- All building work or sitework must be contained within the hoarding.

- Adequate safety lights must be provided to the satisfaction of the Council and generally in accordance with AS 1742. All lights must be kept lit from sunset to sunrise.

- Putrescible, dangerous or hazardous substances must not be placed within or stored in any public area.
Hydrants, service hatches, or other street furniture must not be covered, or access impeded, in any way. A minimum clear access of 1200mm will be required for pedestrians. This may be reduced to 1000mm at locations of street furniture or trees.

No advertisements or bill posters other than the contact board is to be affixed to hoardings without prior approval of the Site Services Section.

4.2 Temporary Road Closures

Note that subject to the approval of Council’s Traffic Engineering and Site Services Sections certain works of short duration (less than 5 days), and on roads of low traffic and pedestrian intensity, a temporary road closure or lane closure may be the only practical method for overhead protection works. In this case notification of at least 10 working days is required for Council approval.

Adequate signage and barricades will be required, along with the use of flagmen at each end to ensure public safety. Where adjoining building occupants could be inconvenienced by the road closure, the user should notify affected people in advance and may be required to provide an alternative safe accessway.
5. **GANTRIES, HOISTING ZONES & SITE SHEDS**

A gantry is the predominant temporary structure used for overhead protection of pedestrians. A hoarding or perimeter scaffold is normally used in conjunction with a gantry for side protection, and on the carriageway side, suitable set backs, barricades, kent-ledges and skid boards provide protection from impact due to vehicles or hoisting operations. Refer figure 2 for typical gantry details, figure 3 for a gantry over the footpath and figure 4 for a gantry over a roadway.

5.1 **According to the purpose of their use, Gantries are classified in three groups:**

- **Light Duty Gantry**

A light duty gantry is used generally when maintenance or façade restoration works are to be carried out on a building. Typically, this occurs when:

i. Swing stages are used for building maintenance, like painting, cleaning etc. or,

ii. When building works are not greater than 3 storeys (10m) in height.

- **Heavy Duty Gantry**

A Heavy Duty Gantry shall be used:

i. For building works or demolition works higher than 3 storeys; or,

ii. Where craning or hoisting is proposed over the footpath
- **Special Duty Gantry**

A Heavy Duty Gantry is classified as a Special Duty Gantry in one or more of the following circumstances:

i. Scaffolding, Alimaks or mast climbers are proposed to be mounted on the gantry deck

ii. The gantry in a Hoisting Zone

iii. Single or multiple levels of site sheds are proposed over the gantry

iv. Plant or material storage is proposed on the gantry

### 5.2 Structural Design Requirements

**Loading**

The overhead protective structure must be designed for dead loads, live loads and wind loads in accordance with the appropriate Australian Standards unless otherwise specified by these requirements. Impact loads caused by vehicles or hoisting operations are to be considered and minimised where possible.

### 5.3 Deck Live Loads

Three classes of live loads are covered under this code:

**a. Light Duty Gantry**

A live load of 5kPa shall be used for the design of this gantry deck.

**b. Heavy Duty Gantry**

A live load of 10kPa applies for this deck. For design purposes, the 10 kPa includes the live load of people in a 1 storey shed. The supplier should provide a
layer of F62 welded steel mesh or equivalent between the flooring and deck joists to provide resistance from impact loads. Alternatively the mesh can be omitted if the decking can be shown by calculation or testing to have an equivalent impact and punching resistance.

c. **Special Duty Gantry**

A live load of 10 kPa shall be used for this gantry deck, in addition to the loads imparted to the structure by a combination of the following:

i. Structures or storage proposed over the deck  
ii. Horizontal impact loads at hoisting zones

Refer figures 5, 6 and 7 for examples of special duty gantries.

### 5.4 Wind Loads

Wind load calculations are to consider site sheds, equipment and materials, which are expected to be supported by the gantry and could adversely, affect the stability of the structure.

Wind loads shall be determined in accordance with AS1170.2-1989. Consideration should also be given to conditions prevailing after demolition of the permanent structure if the gantry is to be freestanding. A Terrain Category of 4 with a structure importance multiplier of 0.7 may be adopted in the City of Melbourne for determining Wind Loads.

### 5.5 Stability

Gantries must be designed for the effects of lateral loads, and any other loads causing overturning. Loading combinations and Stability Factors should be in accordance with AS 1170.1.
i. **Non-Crane Areas:**

Lateral loads shall include wind load and a horizontal load of at least 5% of the vertical dead loads applied at the deck level. This is in addition to any vertical loads causing overturning (See Fig. 8).

ii. **Hoisting Zones:**

Lateral loads shall be the greater of (i) above, or a point load of 5kN applied to a column at the deck level in hoisting zones (See Fig. 8).

The structure is to be designed as a free standing structure in all cases except where it can be shown that adequate support is obtained from adjacent permanent structures that remain for the duration of the gantry. A temporary facade should not be used as a supporting structure. Both structures should be independent, unless designed as a dual-purpose structure.

5.6 **Vehicle Impact**

A Gantry shall be designed so that it will not collapse or cause injury to any person when subjected to vehicle impact. Vehicle impact forces need not be considered for the structure if any two or more of the following requirements are met.

i. The closest part of the structure is set back a minimum of 750mm from the kerb with any projection being higher than 4800mm above the footpath.

ii. A continuous guardrail, 800 mm above the footpath level is fixed rigidly to the columns (See Fig. 9).
iii. Continuous barriers are provided in front of the structure. These barriers can be either concrete or water-filled plastic jersey kerbs, or concrete kentledges (See Fig 10).

iv. Continuous “Baulk Timber 300 x 300 minimum” is fixed to the ground, in front of the structure in accordance with Fig. 11.

v. A special barrier is provided at the oncoming end of traffic and before the structure to act as a “delineation” of traffic. This barrier should be set at an angle of 45 degrees in accordance with Fig. 2, painted white or red and fitted with reflectors.

vi. The baseplates of the columns adjoining the carriageway are fixed to the ground by spikes or masonry anchors as considered suitable.

If the requirements for impact not being a consideration cannot be achieved, the structure must be designed for impact and include the following:

The structure is to remain stable under 40% of the deck live load and full dead load when:

- A column is removed.

This can be carried out by testing or by calculation. If by calculation, then the longitudinal beams and crossbeams are to be continuous over the “removed” column. (This can be proved by suitable end moment connections or knee bracing.) The connection strength of the beams is to be 10% greater than the weakest member. It may be possible to introduce additional columns that could support the deck when a column is removed;

- All columns adjacent to the carriageway satisfy vehicle impact requirements of AS 1170-1.
Note however, that where impact is a possibility, such as at an intersection or on the outside of a sharp bend provision must be made for a suitable system of buffer railing or independent barrier kerbs in front of structure to minimise any effect. Barriers can be concrete jersey kerbs or water filled plastic barriers. Such columns should also be fitted with reflectors, or flashing amber lights.

5.7 Connections and Bracing

Temporary Structures such as gantries can be improved substantially in safety by rigid connections and structural redundancy in the framework. (See photographs).

All connections, especially overhead connections should be positive with decking bearers bolted to the supporting framework.

Lateral stability could be achieved by any combination of portals, knee bracing or diagonal bracing. Where diagonal rod bracing is used it should be provided at the end bays and at every sixth bay. The base plates of bracing bays should be spiked to the footpath or fixed to a continuous soleplate.

5.8 Foundations

Footings must be designed to spread column loads into the subgrade without any adverse effect on services or the footpath.

Footings may be fixed to the pavement after obtaining Council’s consent. Fixing can include spiking or masonry anchors. The user must ensure that no underground service is within 600mm from any intrusion into the footpath.

Nominal Bearing Pressures

i. Light and Heavy Duty Gantries:
Under dead load and 40% live loads the nominal bearing on the footpath should not exceed 250 kPa.

ii. Special Duty Gantry:

The dead load and the maximum non-impact loads should not exceed the nominal bearing pressure of 250kPa.

This bearing pressure may lead to the settlement of the foundations or pavements, in which case the user is responsible for making good any damage to Council’s requirement. The effect of gantry footings on the stability of earth slopes of adjoining excavations should also be considered.

5.9 Aesthetics and Amenity

Aesthetics

All temporary structures should be rendered to be aesthetically pleasing, with a uniform colour. All structural elements to a height of 2100mm should be painted white for visibility. Site sheds and material storage are not permissible on any overhead structure unless written consent is obtained from Council. Such consent may include conditions on layout and aesthetics with suitable barriers required to hide unsightly material from view.

Cleanliness

Any spillage of material or debris must be cleaned immediately. Footpaths and carriageways adjacent to the site must be kept clean and tidy. Dust is to be kept to a minimum by suitable sprinkling of water and dust barriers.

Concrete feed lines
Where concrete feed lines or service pipes are to cross the footpath, they must be covered by a sturdy bridge for the width of the access way with ramps not greater than 1:14 in inclination. A 900 mm long landing should be provided over the service pipes. The surface must be slip resistant.

**Drainage**

Where pedestrians have access under any overhead protective structure, the deck is to be made waterproof. Consideration must be given on how to drain the water from the deck and prevent water ponding.

**Electrical Safety**

Where powerlines are in the vicinity (within 6.4m) of any temporary structure or crane operation, consent may be required from the Electricity Supply Authority. All work near powerlines is to be carried out to the requirements of the Authority and WorkCover.

**Fire Safety**

Access to fire safety equipment and emergency service vehicles or egress from any fire escape must not be blocked or impeded by the erection of any temporary structure. The relevant building surveyor should investigate the fire safety or spread of fire characteristics of the temporary structure, and provide for precautions as necessary.

**Hoisting operations**

Hoisting operations must comply with the following:

- The vehicle carrying the material must be drawn up close to the kerb
- All hoisting must be vertically from the hoisting zone and must not be swung over the road or adjoining property
The boom gates at the ends must be at right angles to the kerb. Warning lights must be operating.

Materials must be raised without delay to the requisite height and then directly on to the building site. The roadway must be kept clean and all materials removed prior to closing the boom gates.

**Lighting**

Adequate artificial lighting must be provided under the deck. A minimum consideration should be 2 x 36W fluorescent tubes at 5m centres for open structures and 3.6 m centres for hoisting zones and arcades. The lighting must be protected by wireguards or proprietary diffusers. All electrical work must comply with the relevant Australian Standards. Lighting must be kept functional at all times by the user.

**Trees**

Trees in the City of Melbourne must be protected at all times. No damage, surgery or removal of any tree will be permitted without the approval of Council’s Parks & Recreation Group. The user will be responsible for the protection of all trees likely to be affected by the temporary works (see appendix ‘C’).

**Demolition**

The requirements of ‘Health & Safety’ (clause 1.5) and ‘Protection’ (clause 1.6) of AS 2601-1991- The Demolition of Structures must be complied with at demolition sites. Special care is required for demolition works within 3m of the street alignment.

Unused buildings over time, could be infested with vermin and rodents and hence suitable pest control measures may be necessary prior to demolition to prevent migration of pests into adjoining properties (Contact Health Services for further information).
6. **PERIMETER, SCAFFOLDING AND CATCHFANS**

Perimeter Scaffolding is generally used on demolition sites and in multistorey construction. A gantry or catch platform is generally used in conjunction with a scaffold as shown in figure 2.

On narrow footpaths (less than 1.5m in width) where pedestrian volume is generally low, permission may be granted to block the footpath and enclose the scaffold by a hoarding with signage at a suitable location directing pedestrians to use the other footpath. Where pedestrian access cannot be blocked, the scaffold should be mounted on a heavy-duty gantry, or a pedestrian delineation passage should be provided between the traffic and scaffold in areas where there is no hoisting over the roadway (refer fig. 12). In the latter case overhead protection by a catchfan and shadecloth may be required.

Generally scaffolding must comply with the following:

- Where access is provided under a scaffold the coverway should satisfy the same design criteria as gantries.

- Once the scaffold has been erected, any temporary bracing or obstacles at ground level must be immediately removed to allow unobstructed pedestrian access. A width of at least 1.2 metres and a headroom clearance of at least 2.40 metres are required for pedestrian access.

- Unless otherwise permitted, no scaffold standard is to be erected on the footpath nearer than 750mm to the kerb edge.

- Where agreement has been obtained to erect the scaffold nearer than 750 mm to the kerb edge, the scaffold must be protected from vehicular impact as for gantries.
Scaffolding that projects beyond the kerb edge must not be fixed lower than 4.8 metres above the surface of the footpath.

Headroom clearances should be similar to that specified for gantries.

Scaffolding must be well lit and lighting maintained between sunset and sunrise as for gantries.

Standards must be painted white up to a minimum height of 2100 mm from the footpath.

Any coupling or exposed tube ends below 2100 mm must be lagged with duct tape or alternatively the whole standard should be enclosed for a height of 2100 with split PVC tubes taped adequately.

Scaffolding, scaffold planks, and shade cloth must be properly secured to resist high winds.

All scaffolds are to comply with the requirements of AS 1576 and AS 4576. Additional operational guidelines may be obtained from the WorkCover Authority.

6.1 Catchplatforms

In multistorey construction, openings between construction decks are usually protected by a perimeter scaffold, prefabricated forms, precast walls or protective screens/mesh. Where openings are unprotected there is a great possibility that any falling material will not hit the gantry deck. The higher the building the greater this possibility and the force of impact. It is essential, therefore, that falling material is captured as close to the source as possible.
The only way to overcome this problem is to provide catch platforms or catchfans at every sixth floor, or follow below the construction deck with a catchfan. A catchfan is also provided for scaffolding that has multiple working platforms.

The perimeter scaffold and the catchfan must be enclosed by a heavy-duty mesh or shade cloth.

Catchfans should generally comply with the following:

- Extend a minimum 1800 from the building or 1200 from a perimeter scaffold.
- Laid at an incline of between 15° to 45° to the horizontal.
- Be capable of resisting a live load of 5kPa.
- The deck should be composed of prefabricated timber, steel or aluminium with a minimum of joints or connections.
- Fans that project to within 750 of the kerb edge should be fixed at a minimum height of 2400mm above the footpath. Fans projecting beyond this line should be fixed at a minimum height of 4800 above the footpath.
7. **CRANES**

7.1 **General**

A permit is required from Council’s Site Services Section to operate a crane, hoist, or lifting device on or above a road.

Hoisting operations by tower cranes must comply with requirements of Section 5.9 of this Code of Practice.

Crane operations must also comply with Council’s Local Laws and the Victorian WorkCover’s Code of Practice for Safe Use of Cranes in the Building and Construction Industry. The user must ensure that exhausts from mobile or tower cranes are a safe distance (minimum 6m) from any air intake grille of an adjoining building.

7.2 **Operation of Mobile Cranes**

Of prime importance in applying for a mobile crane permit will be the applicant’s ability to prove that the work will be conducted in a safe manner and the impact on the surrounding area will be minimised.

Issues to consider when applying for mobile crane permits are:

- Hours of operation – noise limits may apply
- Public protection – use of barricades for pedestrian by-passes around the work site
Road closures – preparation of traffic management plans with adequate warning signage

Consideration of the impact of the proposed work on adjoining businesses and residences. In some circumstances a formal letter drop to adjoining residents may be required

Approved applicants are placed on the Council’s debtor system and are able to apply for permits by fax. Most applications are assessed within 24 hours and permits issued. If required, a site meeting will be organised to ensure compliance with any safety or access issues. During the course of any works, conditions imposed on any permit may be monitored and enforced as required.
8. **SKIPS & RUBBISH CHUTES**

8.1 **Skips**

1. All permits issued by the Council regarding the operation of a solid waste skip on the street must be taken out by the company or owner of the skip. Locations of skips on streets must be to the approval of the Site Services Section.

2. The permit holder will be liable for any damages, actions or claims resulting from the use of a skip on the road.

3. ‘Clearway’ and ‘No Standing’ prohibitions must be observed at all times.

4. Skips, when off-loaded onto the roadway, must be drawn up close to and parallel to the kerb.

5. Barricades must be provided (unless the skip has effective integral reflective striped markers).

6. Warning lights in the form of flashing amber lamps must be affixed to a skip and displayed from sunset to sunrise. The lights are attached to the barricades (if used) or attached to the skip by special brackets.

7. Skips are not to exceed 2.1 m width. Should it be necessary to use wider skips than the above size, advance notification (usually 5 working days) should be provided for an assessment and approval by Council’s Engineering Services and Street Activity Branches. (Failure to comply could result in skips being removed).
8. Where a skip is placed in a laneway, a minimum clear width of 3.0m is required for the unobstructed movement of traffic unless permission to close the lane is obtained in writing by both the Traffic Engineering Section and the Site Services Section.

9. During removal of materials, the skip company must ensure that the street is kept free from debris or spillage.

10. Council reserves the right to remove any bin or skip that is left with putrescible or harmful matter or does not comply with any of the above requirements at the cost of the user or skip owner.

8.2 Rubbish Chutes

Chutes must be of sturdy construction and completely enclosed. They may project over the kerb only when discharging into a skip. The top of the skip must be covered with canvas or tarpaulin except for the chute penetration, and suitable measures taken to prevent dust nuisance at the skip.

Chutes should not be more than two storeys in height without a change in direction to break the fall of debris. The chute must be adequately supported by the gantry, building or scaffold at the entry point and at every change of direction and as specified by the manufacturer.

The entry point must be in a well-lit part of the building provided with clear and safe access. Chutes should only be used to transport small or broken down rubble or debris. They can only be used over a footpath if they are properly supported by a scaffold or gantry.
9. **EXCAVATIONS**

9.1 **Excavations in a road**

A “Road Opening Permit” is required from Council’s Site Services prior to excavating any hole in a road. Re-instatement shall be to Council’s specifications and requirements.

9.2 **Excavations adjoining a road**

All excavations accessible to the public must be suitably guarded or fenced.

Where an excavation is proposed, adjoining a road or beyond the street alignment, suitable protection works to support the road must be provided.

Shoring and support of excavations must comply with the requirements below. Contact the Building Control Group for further information (see Appendix ‘B’).

9.3 **General requirements for shoring and support of excavations adjoining a road or public space**

Council’s approval is required for any protection works of roads or Council’s assets. Where excavations are likely to affect the stability of any services or structures belonging to any service authority, the consent of the authority should be obtained prior to any permits being granted or works undertaken. Excavations of contaminated soil must comply with requirements of the Environmental Protection Authority.
The location of any services may be obtained by dialling the **Telstra and Dial Before you Dig Underground Services Location** (dial 1100).

Prior to any excavations a hoarding or fence is required to secure the building site and protect the public. Where a fence is proposed on the road or footpath it must comply with Council’s requirements for hoardings and a hoarding permit obtained.

**Bulk excavations**

Bulk excavations should generally follow the profile as shown in figure 14 without crossing the reference plane. All bulk excavations must be adequately drained to sumps fitted with a silt trap. It is an offence to discharge any mud, sullage or scum into Council’s drains.

The horizontal plateau of the berm should not be used to store any material, plant or machinery.

The maximum width of a vertical excavated (temporarily unsupported) face shall be 2.5 m or less if specified by the Geo-technical Engineer. Each 2.5m section shall be completely supported or shored and any concrete or cement stabilised sand backfill achieve a suitable strength (usually 7 days in the absence of any justification) before any adjacent section is excavated. Any excavation, local collapse or void over the street alignment shall be backfilled and the road re-instated to Council’s specifications.

**Intrusions into the road**

Except where permitted by the building regulations, no permanent intrusions are permissible beyond the street alignment.
Temporary intrusions into the road such as sleeper retaining walls or soil nails shall be removed for a depth of 1.5m and the road backfilled and re-instated on completion of the permanent protection works.

The first row of ground anchors or other similar intrusions should be at least 1.5m below the street level. Ground anchors should have a minimum clearance of 600mm from any underground service. Ground anchors shall be fully grouted and de-stressed on satisfactory completion of the permanent protection works. Any security deposits retained by Council will be released only on written confirmation from the user (contractor) that all ground anchors have been fully grouted and de-stressed.

**Documentation required**

Computations, drawings, specifications and a geo-technical report are required for all shoring. The drawings must show the site plan or bulk excavation plan indicating adjacent streets, street furniture and services, and full details of all members and connections.

The specifications must give details of the shoring procedure including installation and extent of removal of any intrusions over the street alignment.

**Surcharge loads**

i. Where a road exists within a distance of 'd' of the excavation, a surcharge of 24.00 kPa will be applied (d = excavation depth) unless suitable approved hoardings can prevent vehicular access adjacent to the excavation.

ii. In all other cases, a surcharge of 12.00 kPa will be applied.

iii. All shoring must also be checked for a vertical point load of 80 kN applied 300 mm from the edge of the excavation. This is an allowance for
construction vehicles and gantry loads. It is not additional to items i and ii and may be omitted if a hoarding or suitable barrier prevents the application of the above loads.

**De-watering**

Any de-watering proposed must comply with specifications of the Geotechnical Engineer. Special provisions must be made for excavations below the water table. The consent of Council's Engineering Services will be required to discharge groundwater into Council's drains. Any discharge must comply with requirements of Council and the Environmental Protection Authority.

**Soil movement**

Soil movement due to drying shrinkage of exposed excavation faces or deflections of the retention system should be limited to D/1000 or 20 mm whichever is the lesser (where D = maximum depth of soil retained for any stage of excavation). These deflection limits are required to ensure old service pipes in the street are not damaged. The soil investigation of the site cannot be relied upon to predict conditions in the road, where a series of backfilling operations may have been undertaken over the years.
10. **CROSSINGS**

10.1 **Temporary Crossings**

A temporary crossing is required if vehicles need to cross the footpath to reach the site. The location and specification of any proposed temporary crossing must be to the satisfaction of Council’s Site Services Section.

A minimum clearance of 1 metre is required to any tree or street furniture. Care must be taken that services are not damaged during excavations.

For crossings of short duration (less than 3 months) and low pedestrian volumes as determined by the authorised officer, a timber crossing as shown on figure 13 is to be used. For longer duration works, a concrete crossing should be provided as approved by the Council (figure 14). The re-instatement of the kerb and footpath will be the user’s responsibility. Vehicles must not park over the crossing or obstruct the footpath in any way. Mud and dirt from truck wheels exiting an excavation site must be removed or washed away at least 10 metres in advance of the crossing points and must not be deposited on the road. A flagman may be required to ensure pedestrian safety from vehicles moving in or out of the site.

10.2 **Permanent Crossings**

A permit from Council is required for a permanent crossing. As permits for permanent crossings need to be co-ordinated between authorised officers of planning, engineering services and site services of Council, advance notification of at least 3 weeks should be allowed for.

For permanent crossings the following conditions (as authorised by Item 12 of Schedule 10, Local Government Act) may apply.
Vehicular Crossings

1. Applications for constructions of a crossing must be submitted to Council prior to commencement of works.

2. The cost of any works carried out pursuant to (1) above is payable by the owner of the abutting property. The owner shall also be responsible for the costs of any alterations to or relocation of Council’s or other Service Authorities’ assets necessitated by such works.

3. Council shall not permit any alterations to road, footpath or channel levels to facilitate vehicular access to properties unless it is satisfied that any required alterations will not be to the material detriment of the Council’s assets. Council shall not permit the placement of steel plates or other devices in the road in conjunction with, or in lieu of, an approved crossing, and where requested by an authorized officer they shall be removed within seven (7) days of any notice.
11. **BARRICADES AND SIGNS**

The erection, use and removal of a temporary structure, the occupation of a road or footpath, or an excavation of the road is likely to cause an interference or obstruction to the normal use of the road.

In the interests of public safety it is essential to use appropriate traffic control devices to warn, inform and guide users safely through, around or past such works on the road or footpath.

The planning, design, installation and operation of traffic or pedestrian guidance schemes must comply with AS 1742.3 “Manual of uniform traffic control devices” Part 3: Traffic control devices for works on roads.

A Council permit for any works on roads is granted on the condition that the user will adopt an appropriate traffic control device from AS 1742.3 and comply with requirements of the Road Safety Act – 1986.
12. **NUISANCE ABATEMENT**

12.1 Pursuant to the “Activities Local Law” a person must not carry out or cause to be carried out any building works that constitutes a ‘nuisance’.

A ‘nuisance’ is defined as:

- Any building works undertaken outside ‘permitted working hours’.

  *Permitted working hours are generally between 7.00am to 7.00pm on weekdays (Monday to Friday), 8.00am to 3.00pm on Saturdays, with the exception of Sundays, Good Friday and Christmas Day when no works are permitted.*

- Any building works that emit dust or noxious gases, loud or discordant noises or vibrations, outside the construction site for prolonged periods of time.

- All open and unguarded pits, excavations or basements on a building site which may constitute a risk to public safety or property.

- Any temporary structure, material, condition or practice constituting a fire hazard or impairing the extinguishing of any fire.

- All temporary structures, excavations or obstruction of roads related to building works, (although made in accordance with building permits), that are kept or maintained for an unreasonable length of time after the purpose thereof has been accomplished or altered substantially.
Where any proposed construction activity constitutes a nuisance as defined above for short durations and is unavoidable at a construction site, the user or contractor should submit to Council an “Environment or Works Management Plan” detailing how the nuisance will be managed and minimised for consideration and approval.

Further information and permits for work outside permitted hours may be obtained from Council’s Building Control Group (see appendix ‘B’).
APPENDIX A

Council Boundaries
APPENDIX B

Useful telephone numbers
<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
<th>Details</th>
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<tbody>
<tr>
<td>Customer Hotline (24 hrs)</td>
<td>9658 9658</td>
<td>General Enquiries or complaints</td>
</tr>
<tr>
<td>Town Hall Security</td>
<td>9658 9774</td>
<td>After hours emergency or complaints</td>
</tr>
<tr>
<td>Building Control (Municipal</td>
<td>9658 9658</td>
<td>▪ General Enquiries on building permits</td>
</tr>
<tr>
<td>Building Surveyor)</td>
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<td>▪ Building information</td>
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<td>▪ Temporary Occupancy Permits</td>
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<td></td>
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<td>▪ Projections over street alignment</td>
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<td></td>
<td></td>
<td>▪ Audits on essential services and building safety</td>
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<tr>
<td>Site Services</td>
<td>9658 8489</td>
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<td>▪ Hoardings and gantries</td>
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<td>▪ Occupation of streets</td>
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<td>▪ Skips and road closures</td>
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<td>Melbourne Certification Group</td>
<td>9658 8498</td>
<td>Building Certification, permits, reports</td>
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<td>9658 8519</td>
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<td>Development Planning</td>
<td>9658 9658</td>
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<td>Engineering Services</td>
<td>9658 8711</td>
<td>General Civil and Traffic Engineering Enquiries</td>
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<td>Parks and Gardens</td>
<td>9658 8713</td>
<td>Tree Maintenance</td>
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<td>9658 8815</td>
<td>General Enquiries</td>
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## Useful Telephone Numbers

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<thead>
<tr>
<th>EMERGENCY AUTHORITIES</th>
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<tr>
<td>Police</td>
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<td>Emergencies (24 hrs)</td>
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<td>9247 5347</td>
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<tr>
<td>Fire Brigade</td>
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<td>Emergencies (24 hrs)</td>
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<td>9662 2311</td>
<td>Communications Centre</td>
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<td>Ambulance</td>
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<td>9840 3500</td>
<td>Duty Officer</td>
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<th>OTHER AUTHORITIES</th>
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<tr>
<td>Telstra and Dial Before You Dig</td>
<td>1100</td>
<td>Underground Services Information</td>
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<td>Vic Roads</td>
<td>131 170</td>
<td>Metro Control Room (24 hrs)</td>
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<td>PTC</td>
<td>9610 3319</td>
<td>Special Projects Officer</td>
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<tr>
<td>WorkCover</td>
<td>018 312 534</td>
<td>Emergencies (24 hrs)</td>
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<td>CitiPower</td>
<td>131 280</td>
<td>Emergencies (24 hrs)</td>
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<td>City West Water</td>
<td>132 642</td>
<td>Emergencies (24 hrs)</td>
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<td>SES</td>
<td>9690 3088</td>
<td>Emergencies (24 hrs)</td>
</tr>
<tr>
<td>Telstra</td>
<td>1800 802 548</td>
<td>Emergencies (24 hrs)</td>
</tr>
<tr>
<td>Gas Distribution</td>
<td>9411 3113</td>
<td>Emergencies (24 hrs)</td>
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APPENDIX C

Protection of trees
APPENDIX E

Stormwater Drainage Connections
Stormwater Drainage Connections

1. Council or delegate may permit a stormwater drainage connection between a property boundary and a legal point of discharge to be constructed, maintained, repaired, reconstructed or removed by a person approved by Council or delegate under the supervision of an authorised officer, in accordance with the specification as adopted by Council from time to time.

2. The owner of the adjoining property shall pay to the Council the cost of any works carried out in accordance with the above. This charge shall be a charge against the property in the event of the owner failing to pay.

3. The owner of the adjoining property is responsible for the on-going cleaning, removal of obstructions (including roots from trees within roadways and footways), maintenance and repair of a stormwater drainage connection, including reconstruction where required, and for bearing all associated costs. Repairs include rectification of damage to Council assets such as footpaths, kerbing, stormwater pits, and drains due to the presence of the drainage connection. Where Council or delegate requests that repairs, maintenance or reconstruction be undertaken, the property owner shall carry out such works within thirty days. Application to undertake the relevant works must be submitted to Council prior to commencement of works.

4. Where Council or delegate deems a stormwater drainage connection to be redundant, Council or delegate shall require the property owner to remove the connection and reinstate the footpath, kerb, roadway, stormwater pit and pipe as required, including supply of replacement materials, at the property owner’s cost. The property owner shall carry out such works within thirty days. Application to undertake the relevant works must be submitted to Council prior to commencement of works.
5. Applications to undertake any works outlined in (1), (3) and (4) above must be submitted to Council prior to commencement of works.

6. Where the property owner fails to carry out works as requested, Council or delegate may arrange the works and charge the property owner. This charge shall be a charge against the property in the event of the owner failing to pay.

7. Contact Council’s Engineering Services Section (see Appendix B) for further details.