

## INFRASTRUCTURE CONDITION REPORT

TO BE COMPLETED BY THE OWNER OR AGENT PRIOR TO COMMENCEMENT OF WORKS

Email: (Attn: Frank Coleman) [developmentengineering@ccc.tas.gov.au](mailto:developmentengineering@ccc.tas.gov.au) Tel: 03 6217 9712

1	Do the works relate to a development/sub-division application or approved permit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	If yes, has a development/sub-division application or approved permit been issued?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Application or Permit No:		
3	Address of proposed works:		
4	Is a Start Works Notice attached to this report?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Is an Agents Agreement attached to this report?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Property owner or agent details:		
	Name	.....	
	Contact No	.....	
	Address	.....	
7	Description of attachments:		
8	Signature of owner or agent		Date

### WHY IS AN INFRASTRUCTURE CONDITION REPORT REQUIRED?

An infrastructure condition report is required to protect council infrastructure assets and surrounding environment from damage caused by development works. The report will also protect the property owner from exposure to costs of repair that existed prior to the development works commencement.

Council infrastructure assets comprise of anything outside the property including but not limited to footpaths, kerb and gutter, road pavement, stormwater drains and pits, street trees and landscaping elements, vegetation within the public open spaces, streetlights and signage.

### WHEN IS AN INFRASTRUCTURE CONDITION REPORT REQUIRED?

An infrastructure condition report will be required 7 days prior to the commencement of any works, delivery of any building material to the site, delivery of excavation equipment to the site, or where there is potential to damage public infrastructure, including but not limited to:

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| <ul style="list-style-type: none"> <li>▪ Building works</li> <li>▪ Works over an easement</li> <li>▪ Skip placement</li> <li>▪ Use of cranes/scissor lifts on footpaths</li> <li>▪ Dwelling additions/alterations</li> <li>▪ Transport of bulk materials to/from site</li> </ul> | <ul style="list-style-type: none"> <li>▪ Demolition works/ removal of dwelling</li> <li>▪ Use of concrete pumps in road reserve</li> <li>▪ Fencing adjacent to council land</li> <li>▪ Loading/unloading of excavation equipment</li> <li>▪ Driveway / crossing works</li> <li>▪ Stormwater/drainage connections</li> </ul> |
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*Any reinstatement works of a vehicle crossing, repair or replacement work to footpath panels, or stormwater, sewer or water connections requires a signed Permit to undertake works in or affecting a highway*

## WHAT MUST AN INFRASTRUCTURE CONDITION REPORT CONTAIN?

An infrastructure condition report must comprise:

1. A completed Infrastructure Condition Report Form, available as a download from council's web site or from council customer service staff; and
2. A set of date stamped image files of all existing damage to any infrastructure on or adjacent to the work site; and
3. A signed copy of any agent agreement between the Owner/Agent and Builder.

## WHAT ARE MY RESPONSIBILITIES AS AN OWNER OR BUILDER?

Prior to commencing any works, the Owner/Agent or Builder must:

1. Obtain the infrastructure condition report form.
2. Carefully inspect council's infrastructure assets in the vicinity of the proposed development and record any existing damage in the infrastructure condition report.
3. Ensure the report is provided to council 7 days prior to commencement of any works.

## WHAT HAPPENS IF AN INFRASTRUCTURE CONDITION REPORT IS NOT PROVIDED?

If any works commence prior to the provision of an infrastructure condition report all damage to council's infrastructure will be attributed to the building works and reinstatement will be the responsibility of the Builder or the Owner, unless satisfactory evidence can be provided that the damage was not caused as a result of the works.

## WHAT CONSTITUTES DAMAGE?

Examples of typical damage includes but is not limited to:

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| <ul style="list-style-type: none"> <li>▪ Chipped or broken kerb panels</li> <li>▪ Scraped or scoured bitumen seal</li> <li>▪ Damaged or removed street trees</li> <li>▪ Wheel marks, ruts, or holes in the nature strip</li> </ul> | <ul style="list-style-type: none"> <li>▪ Broken pits or cracked lids and lintels</li> <li>▪ Damaged streetlight stanchions or poles</li> <li>▪ Reinstatement works required as a result of service provision</li> <li>▪ Cracked / broken footpath and vehicle crossing panels</li> </ul> |
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## WHAT HAPPENS IF THERE IS NEW DAMAGE?

Any new damage must be reinstated within 28 days of notification by council.

If the work is not completed within the specified time, an infringement notice and fine may be issued under the relevant By-law.

Receipt ( <i>office use only</i> )	FINAL INSPECTION COMMENTS	
Date received		
Date added to property file		
Final inspection date		
Initials of officer		