

This document applies to major developments which includes, but not limited to, commercial; industrial; multi-storey of three or higher; four or more group dwellings and/or any other development the City of Nedlands (City) determines relevant. Please submit the *Major Development Pro Forma Application* in addition to the CMP document submission.

For developments that are not captured above, please submit the *Simple Development Pro Forma Application* in addition to the CMP document submission.

A Construction Management Plan is not required for single residential dwellings, or outbuildings, however a Demolition Management Plan will be required.

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Introduction

The completed Construction and Demolition Management Plan (CMP) and Pro Forma Application is to be submitted for approval, prior to making submission of an application for a Building or Demolition Permit.

Please complete the proforma application form following the criteria of the Construction and Demolition Management Plan Guidelines ensuring that all requirements and details are addressed. The proforma application form can be found at nedlands.wa.gov.au/CMP. You should confirm that all relevant documents and requirements, as outlined in the criteria below, are provided by checking the appropriate box. Please provide further details and confirmation in the 'further information' sections of the pro forma or reference your CMP document.

To keep processing time to a minimum, please:

- Submit only those supporting documents requested in this application.
- Do not submit your company's internal operational procedures or policies.
- Ensure documents you provide are indexed and match the pro forma index being addressed.

Mandatory Construction and Demolition Management Plan (CMP)

The City requires all Contractors to complete and submit a Construction and Demolition Management Plan (CMP), detailing all relevant aspects of the construction or demolition works pertaining to activities that may impact on the road reserve and public areas, as outlined in these Guidelines.

Legal Requirements

Under the *Local Government Act* and *City of Nedlands Local Laws*, no person may place obstructions, materials, structures or hoardings on or over road reserve (footpaths, thoroughfares, verges, roads and laneways), public places (includes City parks and reserves) or interfere with any fittings or facilities located on City land, without prior written approval from the City.

These Guidelines do not override State or Federal legislation. It is the Contractor's responsibility to ensure full compliance with all relevant laws, including the *Work Health and Safety Act 2020*, associated regulations, *National Standard for Construction Work 2008, Code of Practice – Construction Work* and other legislation.

To minimise damage to the road reserve and associated infrastructure, the builder or demolition contractor is required to instruct drivers making deliveries to site or removing materials from site to avoid routes which involve roundabouts or other obstructions.

Compliance and Enforcement

Once approved, the CMP becomes a binding agreement between the builder/developer and the City. All contractors and subcontractors must comply with the CMP at all times.

The City will monitor compliance with the CMP. The City will not tolerate non-compliance. All parties involved in construction activities are expected to uphold the highest standards of safety, responsibility, and respect for the community.

In the event of a complaint or breach, the City will contact the responsible party to ensure immediate rectification. Failure to comply with the CMP may result in enforcement action.

1. MANAGING PUBLIC SAFETY AND SECURITY

1.1 Essential Site Contact and Signage

All noise and nuisance complaints are to be managed on site in the first instance. Signage specifying any security measures and contact details for an essential site person who is contactable 24-hours a day must be erected at the site entrance.

The Site Representative must:

- Be the focal point for all complaints.
- Have the authority to instruct the ceasing of any work that is being undertaken that may cause non permitted impacts, likely to damage/impair third party property or cause injury to the public.
- In the case of damage/impairment of third-party property or where persons have been injured, have the authority and resources to resolve the situation immediately.

Signage must be installed at the site perimeter (e.g. fence, hoarding, or building) and must include:

- Full name and mobile number of the essential contact person.
- Clearly stated construction hours: "Construction work times for this site are 7:00am – 7:00pm, Monday to Saturday only."
- A statement advising: "For complaints or emergencies, please contact the 24-hour Site Representative."

The contact number must be manned at all times.

1.2 Community Information and Engagement

A Community Information and Engagement Plan** must be submitted, detailing how residents and businesses within a radius (determined by the City) will be kept informed. An initial community information letter is to be delivered prior to the commencement of the project, outlining the communication methods to be used for duration of the build with updates at six-month intervals or as directed by the City.

**In order to be updating the community more frequently (including late changes) and a platform for community feedback. The plan could consider other channels of communication and engagement such as 'Whats App group' managed by the builder.

1.3 Complaints Management plan

A Complaints Management Plan is to be prepared detailing how complaints will be actioned. The designated Site Representative is to promptly respond to all complaints. All parking and noise must be actioned within one hour of receipt. A Complaints Register must be maintained and made available to the City upon request. The register must include:

- Complainant's name.
- Date and time of complaint.
- Nature of complaint and action taken to resolve the complaint.

1.4 Site Security and Public Safety

The site must be secured to prevent unauthorised access at all times. Details of security measures, including fencing, surveillance, and access control, must be documented. Public safety provisions

such as hoardings, gantries, and pedestrian protection must be installed and maintained in accordance with all relevant standards.

1.5 Dropped Objects

Objects dropped from height are risk to personnel and property below. The severity of impact increases with the mass of the object and the height from which it is dropped. In addition, Sufficient height can result in objects landing outside the site perimeter which puts the public and third-party property at risk.

Provide information and/or a plan that outlines the measures that will be implemented to prevent dropped objects from landing outside the site perimeter. This could include controls such as exterior screening to scaffolding, installation of capture nets etc to ensure public safety.

1.6 Duration and Scope of Works

A detailed outline of the project timeline, including key stages and expected duration, must be provided to the City prior to commencement of the works.

Any significant changes to the scope or schedule must immediately be communicated to the City and affected community members.

1.7 Site Plan Requirements

To ensure full visibility of proposed construction activities and their impact on public infrastructure and community amenity, a comprehensive and scaled Site Plan must be submitted with each CMP.

1.8 Submission Standards

The Site Plan must be to scale at 1:100 or 1:200.

Plans must be clear, accurate, and complete. Incomplete or vague submissions will be rejected.

1.9 Required Inclusions

The Site Plan must clearly show the following.

All existing City infrastructure, including:

- Street trees including tree protection zone.
- Signage.
- Kerbing.
- Drainage gullies and pits.
- Streetlights and power poles.
- Property boundaries.

Construction-related elements, including:

- Material storage, unloading zones, laydown and staging areas.
- Perimeter fencing and waste disposal bins.
- Location of materials hoist, concrete mixer, and sanitary facilities.
- Proposed construction work zones.
- Scaffolding, hoardings, and gantries.
- Crossovers and other access points.
- Washdown areas for trucks (must not discharge into stormwater or tree pits).
- Parking arrangements for site personnel, concrete trucks, ramping areas and delivery vehicles.

- Any proposed pedestrian traffic redirection or detours.
- Any routes to be used by vehicles and equipment travelling to and from those properties.

Additional plans must be provided where necessary to assist the City's assessment of the proposal.

2. MANAGING TRAFFIC AND ACCESS

2.1 Protection of City Infrastructure

The Contractor is fully responsible for the protection of all City infrastructure throughout the duration of works. This includes, but is not limited to: drainage gullies, inspection chambers, roads, footpaths, kerbing, signage, street furniture, and street trees. All infrastructure must remain free of sand, debris, and any obstructions at all times.

Any damage or contamination will result in enforcement action and full recovery of reinstatement costs.

2.2 Bank Guarantee and Pre-Work Inspection

A Bank Guarantee is required in the event the City's infrastructure is damaged during the construction phase of the development. Unless advised otherwise by the City, a Bank Guarantee must be paid upon application for a construction or demolition licence.

A Pre-Works Condition Report, including photographs of adjacent City infrastructure, must be submitted to the City at the time of bank guarantee payment. The Contractor is responsible for:

- Ongoing maintenance of affected infrastructure during works.
- Full reinstatement of any damaged assets, as directed by the City.
- Submission of a Notice of Completion (BA7).

2.3 Road Reserve Obstructions and Permits

Any obstruction of the road reserve (including roads, footpaths, verges, laneways or thoroughfares) requires a Use of Verge and Thoroughfare Permit (link; [Application-for-a-Permit-to-use-a-Verge-or-Thoroughfare.docx](#)). This includes placement of cranes, concrete pumps, skips, gantries, scaffolds, building materials, bins, or equipment.

Permit applications must include a Traffic and Pedestrian Management Plan (TMP) prepared by a Main Roads WA-accredited traffic company if any footpath and/or thoroughfare is obstructed.

2.4 Traffic and Pedestrian Management

Where a Traffic Management Plan (TMP) is required, the TMP must address all of the following components:

Duration of road/footpath closure:

- Confirm the number of days the road and/or footpath is to be closed.

Traffic Assessment:

- Existing traffic volumes (vehicles, pedestrians, cyclists).
- Speed zones and proposed temporary reductions.
- On/off-site parking facilities.
- Impact on public transport routes and coordination with the Public Transport Authority.

Temporary Road Closures:

- Applications must be submitted 10 days in advance.
- Affected residents and businesses must be notified 5 days prior, in writing or via text.

Vehicle Access and Safety:

- Public safety must be maintained during vehicle loading/unloading. Measures must include:
 - Use of spotters and traffic controllers.
 - Restricted operating hours (non-peak).
 - Security mesh/barriers to separate public from work zones.

Construction Work Zones (if available):

- Exclusive use of parking bays requires a separate permit.

Pedestrian Movement***:

- Paths must remain clear, legible, and safe.
- Where diversions are necessary, the City may require:
 - Gantries above footpaths.
 - Installation of temporary kerbing (at contractor's expense).

Tower Cranes (*Also see Section 8 below*). Use of tower cranes over public land requires:

- WorkSafe approval.
- A Use of Verge and/or Thoroughfare Permit.
- Measures to protect pedestrians and vehicles.

***The City may require a separate Pedestrian Management Plan.

Apply to the City for a Use of Verge and/or Thoroughfare Permit and attach your TMP to that application.

2.5 Access Through Adjoining Properties

Written authorisation must be obtained from all affected property owners if access is required through adjoining land, reserves, or rights-of-way.

A detailed site plan (including showing the access path through the adjoining properties) and copies of authorisation letters must be submitted to the City. No access is permitted without formal approval. Contractors are responsible for any damage caused to adjoining properties or public land.

2.6 Storage on Private Property

If another property is to be used for storage of materials, equipment, or construction-related activities, the contractor must:

- Obtain written authorisation from the property owner(s).
- Submit this authorisation to the City.
- Obtain Planning Approval for the proposed use, where necessary.

Storage must not obstruct public access or compromise safety. The City will not tolerate unauthorised use of private or public land for construction purposes.

3. MANAGING VERGES AND ROADS

The City will not support the removal or detrimental pruning of any street tree or vegetation to facilitate a development. In accordance with AS4970:2025, street trees must be protected.

Unless otherwise approved by the City of Nedlands, all trees on the development site and adjacent verges shall be protected in accordance with AS 4970:2025 Protection of Trees on Development Sites.

This protection is required for all phases of development, including but not limited to, demolition, earthworks, construction and commissioning.

If a development could affect any street tree or verge vegetation, a Vegetation Management plan and/or Tree Management plan must be developed in conjunction with a City of Nedlands representative and be submitted for approval.

Unauthorised removal or damage of street trees is strictly prohibited. Where a street tree is present:

- A Tree Protection Zone (TPZ) must be established with a 2m x 2m barricade/fence measured from the trunk of the tree.
- No materials or debris may be stored within the TPZ.
- A temporary watering program must be implemented for the duration of the build.
- All contractors must be briefed on tree protection protocols.
- Photographic evidence of the TPZ must be submitted with the CMP.

3.1 Protection of City Assets

The developer, builder or demolition contractor (contractor) is responsible for the protection of the City's assets during the works. This includes (though not limited to) ensuring street trees, drainage gullies, drainage manhole lids, kerbs, roads, footpaths bus shelters, signs and tree pits are protected and remain free from any sand or debris emanating from the site. Parking or placing anything on/over drainage infrastructure is prohibited.

3.2 Parking for Contractors and Subcontractors

Contractors must provide adequate legal parking for all personnel. A parking plan must be submitted showing:

- Locations for contractor vehicles.
- Delivery truck access.
- Integration with the site plan.
- Tools 'drop off' area.

Illegal parking on verges, footpaths, or restricted zones will incur penalties.

Where a CMP is staged, please indicate plans for each stage of construction.

3.3 Ground Anchors

If Ground Anchors**** into the road reserve are proposed, submit for City approval:

- A detailed drawing designed and certified by a practising engineer showing the extent of ground anchors having a minimum depth clearance of 750mm from ground level.
- CCTV inspection report of City stormwater drainage system in vicinity of the anchors
- Evidence from affected service providers stating no objection to the proposal.

3.4 Ground Stabilisation or Underpinning

If ground stabilisation**** or underpinning into the road reserve is proposed, then submit for City approval, a detailed drawing designed and certified by a practising engineer.

****Unless specifically approved in writing by the City and/or the relevant landowner and documented in the Construction Management Plan - no work shall be undertaken on, in or from areas outside the site perimeter. For clarity, work includes, but is not limited to, permanent works, temporary works and infrastructure, services and utilities, loading and unloading, lifting, pumping, ground anchors, retaining structures, signage and hoardings.

****No construction methods, techniques, equipment or infrastructure shall have, in the opinion of the City, a deleterious impact on property, buildings, infrastructure, services and utilities, vegetation or public safety outside the site perimeter.

****Where approval has been granted for work outside the site perimeter all such work shall be removed at the completion of construction. This includes, but is not limited to, temporary works and infrastructure, retaining walls, ground anchors, tie back bolts/rods and whalers, signage and hoardings.

3.5 Signs on Hoarding or Work Structures

If a display sign exceeds 1m² in area and will be positioned on the street frontage or within view of public area for longer than 3 months, then City approval is required. A planning approval may be required for some signs.

4. MANAGING ENVIRONMENTAL PROTECTIONS AND WASTE

4.1 Environmental Management Plan

An Environmental Management Plan must be prepared and submitted and address all activities that may cause:

- Noise.
- Vibration.
- Dust and sand drift.
- Hazardous material exposure.
- Dewatering and stormwater runoff.

The plan must demonstrate compliance with the *Environmental Protection Act*, *WHS regulations*, and relevant *Australian Standards*.

4.2 Noise and Work Hours

All works must comply with the *Environmental Protection (Noise) Regulations 1997* and *AS 2436-2010*. Equipment used must be the quietest reasonably available.

Permitted work hours are:

- 7:00am – 7:00pm, Monday to Saturday.
- No work permitted on Sundays or public holidays without prior approval.

Applications for out-of-hours work must be submitted at least 7 days in advance and include a Noise Management Plan.

4.3 Dust and Sand Control

Contractors must implement measures to prevent the drift of dust and sand, including:

- Frequent sweeping of adjacent roads and footpaths.
- Use of dust suppression techniques.

Discharge into tree pits or stormwater systems is strictly prohibited.

4.4 Vibration Control

If equipment or earthworks may cause vibration or settlement affecting nearby properties or public infrastructure, a Notice and request for consent to encroach or adversely affect (BA20) form must be submitted with the building or demolition permit application.

4.5 Site Lighting

Lighting erected to aid construction or for security purposes shall not spill or be thrown outside the site perimeter where in the opinion of the City, it causes a nuisance and impacts the community or safety of others.

4.6 Hazardous Materials Management

A Hazardous Material Management Plan must be prepared for any demolition works involving hazardous substances.

A Hazardous Material Survey must be conducted in accordance with *AS 2601*, identifying:

- Asbestos.
- Lead.
- Polychlorinated Biphenyls (PCBs).
- Any other hazardous materials.

Removal of friable asbestos must be carried out by a licensed contractor in accordance with the *Health (Asbestos) Regulations 1992* and *Environmental Protection (Controlled Waste) Regulations 2004*.

4.7 Dewatering

If dewatering is proposed, the contractor must:

- Obtain pre-approval from the City prior to discharging any groundwater into the City's drainage system.
- Submit a Dewatering Management Plan and Geotechnical Report.
- Provide certification from a qualified consultant confirming water treatment and containment measures.

Discharge will not be permitted in areas affected by acid sulphate soils or other contaminants.

Additional approvals may be required from State Agencies, including:

- Department of Biodiversity, Conservation and Attractions (DBCA) and Department of Water and Environmental Regulation.

Water must be treated and managed prior to disposal.

4.7 Stormwater Management Plan

The City does not support stormwater runoff from construction sites entering public drains.

If stormwater management is required, a Stormwater Management Plan must be submitted detailing how runoff will be contained and treated on-site.

4.8 Water Discharge and Containment

- Uncontrolled water discharge to adjacent private or public property is strictly prohibited.
- All water must be contained within the lot and directed to the legal point of discharge.
- Stormwater and sediment must be filtered prior to entering any discharge point.
- Liquid waste, including paint, concrete slurry, chemicals, or any other pollutants, must not be discharged into the stormwater system under any circumstances.

4.9 Washdown Facilities

Washdown areas must be:

- Located near the site entrance.
- Designed to capture and treat water before any discharge.

Washdown water must not enter tree pits, stormwater drains, or public infrastructure.

4.10 Sediment Control

- Loose materials such as soil, sand, and gravel must be stored securely to prevent displacement and retained onsite.
- Measures must be implemented to prevent sediment from entering public areas, drains, or adjoining properties.
- Contractors are responsible for frequent sweeping and cleaning of adjacent roads and footpaths.

4.11 Water Conservation

All construction activities must incorporate permanent water-saving measures. Hoses must be:

- In good working condition.
- Fitted with trigger nozzles or equivalent water-saving devices.

4.12 Waste Management and Containment

All waste must be securely contained on-site to prevent pollution, obstruction, or public nuisance. Waste storage areas must be clearly marked on the Site Plan and located within the property boundary. Frequent (weekly/daily) pick up litter programs shall be implemented within a 300m radius of the development.

Waste must be removed regularly and must not be stored on verges, footpaths, or road reserves. Contractors must implement strategies to minimise waste generation, including:

- Reuse of materials.
- Recycling of construction and demolition waste.
- Responsible disposal to landfill only when necessary.

The City encourages contractors to meet the State target of 75% material recovery.

5. MANAGING EARTHWORKS

5.1 Excavation Works

Where excavation may impact adjoining properties or public infrastructure, the contractor must:

- Submit a detailed excavation methodology to the City.
- Provide certification from a qualified consultant confirming that appropriate retention and protection measures are in place.

All excavation works must be carried out in a manner that minimises risk of damage and ensures site stability at all times.

5.2 Dilapidation Reports

A Dilapidation Report must be commissioned by the builder/applicant prior to commencement of works.

The report must be prepared by an independent professional consultant and include:

- Identification of affected property.
- Annotated photographs.
- Site and floor plans.
- Detailed record of any pre-existing damage.
- Signed by all affected parties (including version changes).

The report serves as a formal record to resolve any disputes arising from construction impacts. All costs associated with the preparation of the report are the responsibility of the builder/applicant. The City may, at its discretion, require additional Dilapidation Reports where it considers a property may be affected by the proposed works. Builders must comply with such requests promptly and without exception.

Builders must also check Planning Approval conditions for any specific dilapidation reporting requirements.

For City assets, a Dilapidation Report is required to be submitted detailing the current condition of all City assets adjacent to the worksite. It is also recommended a separate dilapidation report with photographs for your records be undertaken of any existing damage to adjacent buildings prior to any works commencing.

6. MANAGING TOWER CRANES

6.1 Use in Protected Airspace

The City is located within Perth Airport's protected airspace. This includes the flight path of emergency helicopters serving Queen Elizabeth II Medical Centre (QEII) and Perth Children's Hospital (PCH).

Contractors proposing to use a tower crane must:

- Apply in writing to all relevant authorities (including Perth Airport, QEII, PCH etc) at least 28 days prior to the proposed activity.
- Submit a copy of the relevant authorities' written approval to the City before installation.

Failure to obtain and provide this approval will result in the crane being prohibited from operating.

6.2 Use in Adjoining Airspace

The proponent shall provide a detailed 1:100 or 1:200 scale drawing showing the:

- Location(s) of any cranes to be used in construction.
- Swept path(s) of the crane boom.
- Crane boom location when the crane is not manned.
- Crane boom locations when secured for storms.

If the crane will operate over adjoining private property (this includes crane assembly, testing and disassembly), the contractor must:

- Obtain written authorisation from the affected property owners. This approval, together with any associated conditions, must be included in its entirety as part of the CMP.
- Submit this authorisation to the City.
- Where approval to use the airspace above affected property owners has not been granted, the proponent shall describe what methods will be used to prevent the crane boom and counterweights entering the unapproved airspace. These methods must not rely solely on human intervention.
- Irrespective of whether or not approval has been obtained from affected property owners for use of their airspace, the proponent must provide a method of preventing the public from being under suspended loads. This includes the public in residential and commercial buildings, in vehicles and pedestrians. This method must be approved by the City.

If the crane will operate over the road reserve or public land, written authorisation from the City is required.

All crane operations must be conducted in accordance with WorkSafe WA requirements and must include appropriate pedestrian and vehicle protection measures.

For the purposes of clarity, affected property owners includes any areas not owned by the proponent including but not limited to residential properties, commercial properties, highways, City roads, laneways, footpaths and open spaces.

7. APPLICATIONS FOR PERMITS AND OTHER APPROVALS

Submission of a CMP is a mandatory requirement with the City. However, it does not replace or override the need for separate applications and approvals for specific construction-related activities.

Contractors must obtain all relevant permits and approvals prior to commencing any works. Failure to do so will result in enforcement action, suspension of works, and potential penalties.