

Engineering Construction Specification C32 Summary of mandatory Hold and Witness Points for civil construction works

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1 General

1.1 Responsibilities

1.1.1 General

Summary of inspections, tests and documentation required for civil construction works within Wingecarribee Shire Council.

HOLD and WITNESS Points are comprehensively detailed throughout Councils Engineering Construction Specifications.

A summary of mandatory inspection hold points, beyond which work cannot proceed without gaining authorisation by Council/PC, and required documentation to be submitted are listed in the Tables below together with Council notification requirements.

These have been provided as a guide only. Other inspections, tests and documentation may be required from time to time, and as required on the approved plans and notes.

Inspections

For Inspections book through MyInspect - Councils Building and Civil Works Inspection Booking System, before 3pm on the day before the inspection is required. Booking contact details - 1300 842 361 or alternatively My.Inspect@wsc.nsw.gov.au

Bookings are to be made at key stages of construction nominated as hold points in the appropriate construction specification. The specific hold point reference number must be provided at the time of booking.

Testing and Documentation Records

Submit records of all test results to the principal certifier (PC) promptly. Testing by organisations to conform to relevant standard documented test procedures.

All documentation relating to testing and submission requirements should be submitted to council either by mail/person addressed to the General Manager or by email to mail@wsc.nsw.gov.au for council document registration purposes.

The documentation must reference the development application reference number, the specific hold point reference number and the sender's details. Documentation must be received in accordance with the notification time requirements.

1.2 Summary of hold and witness points

1.2.1 C01 General Requirements

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C01-HP01	SUBMISSIONS Execution details Working area and site facilities	H	Positioning of all units and services for site facilities	2 weeks before installation	Installation of site facilities
C01-HP02	SUBMISSIONS Execution details Working area and site facilities	H	Alternative site facilities in existing buildings	3 weeks before installation	Installation of site facilities
C01-WP03	INSPECTIONS, Notice Items to be supplied by the principal	W	Delivery to site	2 days	-
C01-WP04	INSPECTIONS, Notice Existing utility services	W	Discrepancies from documented location	1 week	-
C01-WP05	INSPECTIONS, Notice Relocation and alterations to existing utility services	W	Relocation and alterations to existing utility services	1 week	-
C01-WP06	INSPECTIONS, Notice Supplied survey setting out information	W	Transfer of survey marks	2 days	-
*H = Hold Point, W = Witness Point					

1.2.2 C03 Control of Traffic

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C03-HP01	SUBMISSIONS, Traffic Management Plan Approval Plan(s)	H	Evidence of approval of Traffic Management Plan with documents and plans from the Road Authority.	2 weeks if pavement/drainage works are NOT required. 4 weeks if pavement/drainage works ARE required.	Prior to Commencement.
C03-HP02	SUBMISSIONS, Authority approvals Temporary speed zoning	H	Evidence of approvals for changes to speed zoning.	5 weeks before implementation.	Implementation of speed zoning.
C03-WP03	INSPECTIONS, Implementation of approved TMP	W	Implementation is inline with TMP.	To be undertaken when set out is completed and randomly to ensure compliance	
C03-WP04	INSPECTIONS, Notice Temporary roadways and detours	W	Completed roadway/detour construction.	3 days before installing control signs and devices	-
C03-WP05	INSPECTIONS, Notice Traffic control signs and devices	W	Completed installation of signs and devices.	1 day before opening to traffic	-
C03-WP06	INSPECTIONS, Notice Access	W	Completed alternative access.	1 day before opening to traffic	-
C03-WP07	INSPECTIONS, Notice Plant delineation	W	Completed warning devices installation.	1 day before opening to traffic	-
C03-WP08	INSPECTIONS, Notice Temporary roadways and detours	W	Completed roadway/detour.	3 days before opening to traffic	Opening to traffic

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C03-HP09	INSPECTIONS, Notice Opening completed work	H	Reinstated area affected by the Works.	4 days before switching traffic	Opening of completed work to traffic, For development inspections book through "MyInspect"
*H = Hold Point, W = Witness Point					

1.2.3 C04 Control of erosion and sedimentation (Construction)

Reference No:	Clause and description	Type*	Submission/Inspection	Submission/Notice details	Process held
C04-HP01	SUBMISSIONS ESCP prepared by the contractor Design documentation	H	Erosion and sedimentation control plan (ESCP)	7 days before disturbance of natural surface	Disturbance of natural surface
C04-HP02	SUBMISSIONS ESCP prepared by the contractor Design documentation	H	Survey of embankments	7 days before disturbance of natural surface	Disturbance of natural surface
C04-HP03	SUBMISSIONS ESCP prepared by the contractor Design documentation	H	Waterway works licence Approval letter with conditions from statutory organisation controlling access to a waterway	7 days before disturbance of waterway if applicable.	Statutory approval for works in a waterway and/or floodplain.
C04-HP04	SUBMISSIONS Execution details Section plans	H	Scale diagrams showing the following: <ul style="list-style-type: none"> • Features of the site including contours and drainage paths. • Relevant construction details of all erosion and sedimentation control structures. • All permanent and temporary erosion and sedimentation control measures, including the control measure to be implemented in advance of, or in conjunction with clearing and grubbing operations 	7 days before disturbance of natural surface	Disturbance of natural surface
C04-HP05	SUBMISSIONS Execution details Working in waterways and floodplains	H	Reinstatement plan for works in a stream including a copy of Waterway Works Licence	7 days before works in waterways and flood plains	Work in waterways and flood plains. Reinstatement plan.
C04-HP06	INSPECTIONS Notice	H	Initial installation of sediment controls	7 days before commencement of	Commencement of bulk

Reference No:	Clause description and	Type*	Submission/Inspection	Submission/Notice details	Process held
	General			bulk earthworks	earthworks For development inspections book through "MyInspect"
C04-WP07	INSPECTIONS Notice Stockpile sites	W	Approved protection measures are in place	2 days	-
C04-WP08	INSPECTIONS Notice Access and exit areas	W	Decontamination of vehicles	2 days before site disturbance	-
C04-WP09	INSPECTIONS Notice Areas not approved for clearing	W	Fencing and protection of areas	3 days	-
C04-WP10	INSPECTIONS Notice Diversion and catch drains	W	Construction and lining	2 days before site disturbance	-
C04-WP11	INSPECTIONS Notice Temporary sediment control	W	Temporary sediment traps and batter protection	2 days before site disturbance	-
C04-WP12	INSPECTIONS Notice Removal	W	Removal of temporary erosion and sedimentation works	3 days	-
C04-WP13	INSPECTIONS Notice Cleaning	W	Completion of cleaning	2 days	-
	*H = Hold Point W = Witness Point				

1.2.4 C05 Clearing and grubbing

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C05-HP01	SUBMISSIONS, Design documentation Survey	H	Submit a survey plan showing the proposed area for clearing to confirm the clearing perimeters	7 days before commencement of clearing	Commencement of clearing
C05-HP02	SUBMISSIONS, Execution details Clearing and grubbing plan	H	Submit a clearing and grubbing plan or landscape and vegetation plan.	7 days before commencement of clearing	Commencement of clearing
C05-HP03	SUBMISSIONS, Report Clearing report	H	Clearing report	7 days before commencement of clearing	Commencement of clearing
C05-HP04	SUBMISSIONS, Execution details Establishment	H	Submit a method statement including proposed methods, equipment and materials	7 days before commencement of clearing	Commencement of clearing
C05-HP05	INSPECTION, Notice Limits of clearing	H	Peg out area for clearing	7 days before commencement of clearing	Commencement of clearing, For development inspections book through "MyInspect"
C05-WP06	INSPECTIONS, Notice Tagging	W	Trees marked for preservation and transplanting are tagged	7 days before commencement of clearing	-
C05-HP07	INSPECTIONS, Notice Trees within proposed embankment areas	H	Trees to be protected	7 days before commencement of clearing	Commencement of clearing, For development inspections book through "MyInspect"
C05-WP08	INSPECTIONS, Notice Unsound trees in road reserve	W	Marking of trees outside the limits of clearing	3 days before site clearing	-
C05-WP09	INSPECTIONS, Notice Weed control	W	Identify any additional areas that require weed control	1 day after tagging of areas to be weed controlled	-

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C05-HP10	SUBMISSIONS, Execution details Work within exclusion zone and dripline	H	Submit a method statement	7 days before work within exclusion zone and dripline	Work within exclusion zone and dripline
*H = Hold Point, W = Witness Point					

1.2.5 C06 Earthworks (Road Reserve)

Reference No:	Clause/Description	Type	Submission/Inspection	Submission/Notice details	Process held
C06-WP01	INSPECTIONS Notice Unsuitable material	W	Material deemed unsuitable for embankment or pavement support in its present position.	3 days before replacement of unsuitable material	Replacement of unsuitable material
C06-HP02	INSPECTIONS Notice Unsuitable material	H	Determine sufficient depth of unsuitable material has been removed	3 days before backfilling with replacement material	Backfilling with replacement material, For development inspections book through "MyInspect"
C06-WP03	SUBMISSIONS Evidence of material disposal.	W	Evidence that the disposal of unsuitable material is in accordance with the approved waste management plan.	3 days after disposal of unsuitable material	Disposal of material.
C06-HP04	INSPECTIONS Bridging layer treatment identified by roll test.	H	Subgrade or pavement movement observed under roll test	Wet material removed and subsoil treatment applied.	Subgrade or pavement layer acceptance prior to further pavement construction. For development inspections book through "MyInspect".
C06-WP05	INSPECTIONS Notice Cuttings in rock	W	Stability of batter	3 days before excavation	Excavation below bench level for slopes of 1H:1V or steeper
C06-WP06	INSPECTIONS Notice Ripping floors of cuttings	W	Ripped or loosened material	3 days before re-compaction	Re-compaction
C06-WP07	CUTTINGS, Compacting floors of cuttings	W	Compacted cut floor	3 days before placing subsequent layers	Placing subsequent layers
C06-WP08	INSPECTIONS Notice Transition from cut	W	Position of intersection line between cutting and embankment.	3 days before excavation cutting	Excavation cutting

Reference No:	Clause/Description	Type	Submission/Inspection	Submission/Notice details	Process held
	to fill				
C06-HP09	INSPECTIONS Notice Foundations	H	Embankment foundation area following removal of topsoil.	3 days before treatment of each Lot of embankment foundation	Treatment of each Lot of embankment foundation, For development inspections book through "MyInspect".
C06-HP10	SUBMISSIONS Execution details Embankment treatment type	H	If either loosen and compact, bridging layer, working platform, geotextile/geogrid layer, drainage layer or other treatment is proposed, submit details.	3 days before additional treatments	Additional treatments; loosen and compact, bridging layer, working platform or geotextile/geogrid layer, drainage layer
C06-HP11	INSPECTIONS Notice Trimming tops of embankment	H	Trimmed and compacted embankment	3 days before placing any subsequent pavement layers	Placing any subsequent pavement layers, For development inspections book through "MyInspect".
C06-HP12	INSPECTIONS Notice Selected material zone	H	Completed surface	3 days before placing any subsequent pavement layers	Placing any subsequent pavement layers, For development inspections book through "MyInspect".
C06-WP13	INSPECTIONS Notice Deflection monitoring and proof rolling	W	Any visible deformation, rutting, yielding and or showing signs of distress or instability.	3 days before completion	Completion

1.2.6 C07 Stabilisation

Reference No:	Clause and description	Type*	Submission/Inspection	Submission/Notice details	Process held
C07-HP01	SUBMISSIONS, Certification, Stabilisation mix(es) and its constituents	H	Details and certification of stabilisation mix(es) and its constituents	14 working days before commencement of works	Stabilisation mix design
C07-HP02	SUBMISSIONS, Certification, Materials proposed	H	Evidence of material conformance	14 working days before commencement of works	Ordering of materials
C07-HP03	SUBMISSIONS, Variations, Nominated mix design	H	Details and certification of new stabilisation mix(es) and its constituents.	14 working days before commencement of works	Stabilisation mix design
C07-HP04	SUBMISSIONS, Execution details, Trial section (where required)	H	<ul style="list-style-type: none"> Record data of actual spread rate (in situ) or application rate (mixing plant). Compaction test results from a registered testing authority. Survey report of finished levels. Depth check records showing compacted thickness of stabilised layer for insitu stabilisation. Survey report of compacted thickness for stationary plant mixed pavements. Record data of straightedge test. 	2 working days before commencement of remaining stabilisation works	Commencement of remaining stabilisation works
C07-HP05	SUBMISSIONS, Execution details, Joints	H	Details of location and types	2 working days before construction of joints.	Construction of joints.
C07-HP06	SUBMISSIONS, Execution details Compaction	H	Test results from a registered testing authority	2 working days before placement of subsequent layers or bituminous surfacing	Placement of subsequent layer; Bituminous surfacing
C07-HP07	SUBMISSIONS,	H	<ul style="list-style-type: none"> Survey report of 	2 working days	Placement of

Reference No:	Clause and description	Type*	Submission/Inspection	Submission/Notice details	Process held
	Execution details Trimming		finished levels. Depth check records showing compacted thickness of stabilised layer for insitu stabilisation. <ul style="list-style-type: none"> • Survey report of compacted thickness for stationary plant mixed pavements. • Record data of straightedge test. 	before placement of subsequent layers or bituminous surfacing.	subsequent layer; Bituminous surfacing.
C07-HP08	INSPECTIONS, Notice Trial Section (where required)	H	Location, materials, equipment, methods and joint construction	2 working days before construction of trial section.	Construction of trial section. For development inspections book through "MyInspect".
	*H = Hold Point W = Witness Point				

1.2.7 C08 Flexible Pavement base and subbase

Reference No:	Clause and description	Type*	Submission/Inspection	Submission/Notice details	Process held
C08-HP01	SUBMISSIONS, Products and materials Unbound base and subbase materials	H	Test results from NATA accredited laboratory as evidence of material conformance	Minimum 10 days before material delivery	Material delivery
C08-HP02	SUBMISSIONS, Variations Variations to approved materials	H	Details of any changes to the approved base and subbase or source of supply.	Minimum 10 days before material delivery	Material delivery
C08-WP03	SUBMISSION, Execution details Delivery of bound materials	W	Delivery dockets of bound materials indicating time and date of mixing and registration or fleet number of delivery truck.	Upon delivery	-
C08-HP04	SUBMISSION, Execution details Placing outside temperature range	H	Proposal to place bound materials when temperatures are outside the required ambient air temperature.	Minimum 2 days before spreading.	Spreading of bound materials.
C08-HP05	SUBMISSIONS, Execution details Placing outside layer thickness range	H	Proposal to place and compact layer outside the required thickness range.	Minimum 2 days before spreading.	Spreading of pavement materials.
C08-HP06	SUBMISSIONS, Execution details Trimming, compaction and curing	H	Details of any hand operated compaction plant as to where and why hand equipment is to be used.	Minimum 2 days before use of hand operated compaction plant.	Use of hand operated compaction plant.
C08-HP07	SUBMISSIONS, Execution details Trimming, compaction and	H	Compaction test results and report from a NATA accredited laboratory authority for each completed pavement	Minimum 7 days before placement of next layer.	Placement of next layer.

Reference No:	Clause and description	Type*	Submission/Inspection	Submission/Notice details	Process held
	curing Record of roll test for each layer of pavement. Record of deflection monitoring of completed pavement layer		layer. All inspection records including roll tests for identification of any movement by visual observation by Council and Superintendent. Benkelman Beam test results and summary report prior to sealing.		
C08-HP08	SUBMISSIONS, Execution details Non-conformance	H	Disposition of non-conforming lot.	Minimum 5 days before corrective action or removal and replacement.	Corrective action or removal and replacement.
C08-WP09	INSPECTIONS, Notice Materials	W	Unbound, modified and bound materials.	Upon delivery.	-
C08-HP10	INSPECTIONS, Notice Underlying layer	H	Quality of underlying layer including assessment of required moisture content.	Minimum 2 days before placing.	Placing. For development inspections book through "MyInspect".
C08-HP11	INSPECTIONS, Notice Removal and replacement of non-conforming lot	H	Inspection of completion of removal of non-conforming base or subbase.	Minimum 1 day before inspection.	Replacement of non-conforming lot. For development inspections book through "MyInspect".
C08-HP12	INSPECTIONS, Notice Deflection monitoring of subgrade and subbase pavement layers	H	Inspection of the condition of prepared subgrade and subbase courses confirming pavement works show no movement under roll test for each completed layer.	Minimum 2 days before placement of next layer.	Placement of next layer. For development inspections book through "MyInspect".
	*H = Hold Point W = Witness Point				

1.2.8 C09 Sprayed bituminous surfacing

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C09-HP01	SUBMISSIONS, Products and materials Mix design – Type and source of constituent materials; Test certificates	H	Documentation on material type, source and test certificates as evidence of conformance for each constituent.	3 weeks before commencement	Spray sealing
C09-HP02	SUBMISSIONS, Execution details Sprayed seal design	H	Sprayed seal design details	2 weeks before commencement	Spray sealing
C09-HP03	SUBMISSIONS, Records Plant and equipment	H	Evidence of plant and equipment registration and insurance	2 weeks before using plant	Spray sealing
C09-HP04	INSPECTIONS, Notice Surface preparation	H W for dried back moisture	Completed preparation and rectification of pavement surface defects. Contractor supplied test certificates for dried back moisture % prior to sealing.	2 days before spraying surfacing	Spraying of primer, primerbinder or binder, For development inspections book through "MyInspect".
C09-HP05	INSPECTIONS, Notice Primer/binder application	H	Completed sprayed surface	2 days before spreading aggregate	Aggregate spreading. For development inspections book through "MyInspect".
C09-HP06	INSPECTIONS, Notice Aggregate spreading and rolling	H	Completed rolled surface with linemarkings, services fixtures and warning signs cleaned and in place	1 day before inspection	Opening to traffic, For development inspections book through "MyInspect".
C09-WP07	INSPECTIONS, Notice Non-conforming	W	Completed remedial treatment of non-conforming sections.	1 day before the inspection	Linemarking application and opening to traffic

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	sections				
C09-HP08	SUBMISSIONS, Records Work-as-executed documentation (WAE)	H	Work as Executed Drawings and Road attribute schedules.	On completion	Materials actually used.
*H = Hold Point, W = Witness Point					

1.2.9 C10 Asphaltic (Roadways)

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C10-HP01	SUBMISSIONS, Products and materials Mix design – Type and source of constituent materials; Test certificates	H	Documentation on material type, source and test certificates as evidence of conformance for each constituent.	10 days before starting production mix	Production of mix
C10-HP02	SUBMISSIONS, Products and materials Mix design	H	Samples, documentation and test certificates verifying the mix design meets the project requirements.	10 days before starting production mix	Production of mix
C10-HP03	SUBMISSIONS, Tests Production mix	H	Test certificates.	7 days before ordering materials	Ordering and delivery of material
C10-WP04	INSPECTIONS, Notice Production plant and trucks	W	Asphalt production and delivery equipment condition	1 day before starting production mix	Asphalt production
C10-WP05	INSPECTIONS, Notice Sprayer calibration	W	Spraying equipment condition	1 day before spreading	Primer spraying
C10-WP06	INSPECTIONS, Notice Mobile equipment	W	Equipment condition	1 day before using equipment	Asphalt production and primer spraying
C10-WP07	SUBMISSIONS, Records Daily work records	W	Completed ANNEXURE – ASPHALT WORK RECORD. Delivery docketts.	On the day of delivery	Asphalt supply
C10-WP08	INSPECTIONS Asphalt delivery. Asphalt finishing. Asphalt tests	W	QA documentation of delivery, finishing, and testing	7 days before finishing processes such as linemarking and RPM's	ASPHALT WORK RECORDS
C10-HP09	SUBMISSIONS, Execution details	H	If required, details of proposed procedures.	1 day before spreading	Placing/spreading

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Spreading at low temperatures				
C10-HP10	SUBMISSIONS, Execution details Joints	H	Plan of joint locations.	7 days before placing	Placing/spreading
C10-HP11	INSPECTIONS, Notice Surface preparation	H	Completed surface preparation, including repair of surface defects. Confirm base gravel is approved for surfacing to commence	7 days before placing	Placing/spreading. For development inspections book through "MyInspect".
C10-HP12	INSPECTIONS, Notice Spreading and compaction	H	Completed surfacing.	2 days after compaction	The next lot or application of pavement marking. For development inspections book through "MyInspect".
C10-WP13	INSPECTIONS, Notice Non-conforming sections	W	Completed replacement and rectification of non-conforming sections.	1 day before the inspection	Linemarking application and opening to traffic
C10-HP14	SUBMISSIONS, Work as Executed Drawings and Road Asset Attribute Schedules	H	Submit certified drawings and schedules	2 weeks after placement of road surfacing	Prior to Subdivison Certificate/Occupation Certificate
*H = Hold Point, W = Witness Point					

1.2.10 C11 Kerbs and channels (gutters)

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C11-HP01	SUBMISSIONS Authority approvals Section 138 application	H	Approval of application	10 days before site commencement	Site commencement
C11-HP02	SUBMISSIONS Execution details Temporary drainage	H	Details of procedures/devices	10 days before site commencement	Temporary drainage
C11-HP03	INSPECTION Notice Footpath and road pavement preparation	H	Set-out of saw-cutting to existing kerbs and channels (gutters), footpaths, driveways and road pavements	1 day before removal	For development inspections book through "MyInspect".
C11-HP04	INSPECTION Notice Footpath and road pavement preparation	H	Reinstatement of damaged footpath, road pavement and services and completed backfilling adjacent to works.	1 day prior to completion of the works	For development inspections book through "MyInspect".
C11-WP05	INSPECTION Notice Foundation material	W	Shaped and compacted foundation material	1 day before placement of kerbs and channels	
C11-WP06	INSPECTION Notice Trial section (where required)	W	Completed trial section of kerbs and channels (gutters)	3 days before continuing with placement kerbs and channels	
C11-WP07	INSPECTION Notice Stormwater outlets	W	Completed stormwater outlets in kerbs and channels	Before completion of the works	-
C11-WP08	INSPECTION Notice	W	Location of driveway crossovers in kerbs and	After set-out completed	

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Vehicular and pedestrian access		channels		
*H = Hold Point W = Witness Point					

1.2.11 C12 Segmental paving

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C12-HP01	SUBMISSIONS, Products and materials Segmental paving materials	H	Details of proposed materials, including bedding and joint filling materials	2 weeks before commencement	Ordering material
C12-HP02	INSPECTIONS, Notice Subgrade preparation	H	Completed subgrade	1 day before proceeding	Subbase preparation, For inspections book through "MyInspect"
C12-WP03	INSPECTIONS, Notice Subsurface drainage	W	Installed system	1 day before proceeding	-
C12-WP04	INSPECTIONS, Notice Subbase preparation	W	Completed subbase	1 day before proceeding	-
C12-HP05	INSPECTIONS, Notice Base preparation	H	Completed base	2 days before proceeding	Edge restraint construction or bedding placement, For development inspections book through "MyInspect".
C12-HP06	INSPECTIONS, Notice Compaction of bedding course	H	Moisture content of trial section of paving after screeding sand bedding course	1 day before laying pavers	Laying pavers, For development inspections book through "MyInspect".
**H = Hold Point, W = Witness Point					

1.2.12 C13 Road openings and restoration (Utilities)

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held**
C13-HP01	SUBMISSIONS, Execution details Environmental management plan	H	EMP conforming to State authority requirements.	10 days before commencement on site	Commencement
C13-HP02	SUBMISSIONS, Execution details Traffic management	H	Traffic control plan for controlling vehicles and pedestrians.	10 days before commencement on site	Commencement
C13-HP03	SUBMISSIONS, Authority approvals Trenching	H	Approval for trenching from the public utilities authorities.	10 days before excavation	Excavation
C13-HP04	SUBMISSIONS, Authority approvals Existing services	H	Confirmation retired services are inactive.	10 days before excavation	Excavation
C13-HP05	INSPECTIONS, Notice Set-out of works	H	Set-out of lines and markings before excavation and clearing.	5 days before start of work	Excavation and surface clearing work, For development inspections book through "MyInspect"
C13-HP06	INSPECTIONS, Notice Excavation	H	Completed excavation to the trench/foundation level.	5 days before backfilling	Backfilling, For development inspections book through "MyInspect"
C13-HP07	INSPECTIONS, Notice Trench backfill	H	Completed bedding and overlay material installation after compaction.	5 days before completing backfill	Surface restoration preparation, For development inspections book through "MyInspect"
C13-HP08	INSPECTIONS, Notice	H	Prepared area to be restored, including set-	5 days before paving	Paving. For development

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held**
	Surface restoration preparation		out.		inspections book through "MyInspect"
C13-HP09	INSPECTIONS, Notice Compaction and settlement of temporary pavement	H	Rectified settlement of temporary pavement.	3 days before final restoration	Completion of temporary pavement, For development inspections book through "MyInspect"
C13-WP10	INSPECTIONS, Notice Temporary carriageways	W	Completed temporary carriageway.	3 days before completion of works	-
C13-HP11	INSPECTIONS, Notice Surface restoration	H	Final surface installation.	3 days before completion of works	For development inspections book through "MyInspect"
C13-WP12	INSPECTIONS, Notice Verge, plants and shrubs	W	Staking of trees and shrubs.	3 days before completion of works	-
C13-WP13	INSPECTIONS, Notice Verge, plants and shrubs	W	Replanted plants, shrubs and trees.	3 days before completion of works	-
C13-WP14	INSPECTIONS, Notice Pavement markings and street furniture	W	Reinstated pavement markings and street furniture.	3 days before completion of works	-
C13-WP15	INSPECTIONS, Notice Clean up	W	Restored work after cleaning.	3 days before completion of works	-
	*H = Hold Point, W = Witness Point **Hold Point release by the Superintendent, this may involve approval from the CRO to be coordinated by the Superintendent.				

1.2.13 C14 Subsurface drainage (Construction)

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C14-WP01	SUBMISSIONS Service utility authorities consultation	W	Results of consultation with service authorities	14 days minimum before contract commencement	Commencement of work
C14-HP02	SUBMISSIONS Products and materials	H	Data sheets, compliance certificates and test results Type of filter material and grading Type A and B gradings	7 days before supply of pipes	Pipe and fittings supply and delivery of granular filter material Geotextile supply
C14-HP03	SUBMISSIONS Products and materials No fines concrete	H	Nominated mix: Submit the following including evidence of conformance: <ul style="list-style-type: none"> • Cement: Brand and source. • Water: Source. • Admixtures: Proprietary source, type, name, dosage recommended by the manufacturer and evidence of conformance. • Aggregates: Source, geological type, moisture condition, blend proportions and grading for each type of aggregate. • Soluble salt content. • Permeability. 	5 days before date of delivery	Delivery of no fines concrete
C14-WP04	SUBMISSIONS Records of no fines concrete placed each day	W	Daily record of mass of no fines concrete placed	End of each day	Records
C14-HP05	SUBMISSIONS Work- as – executed information sheets for	H	Show levels and clearance of the subsoil pipes to the finished road construction.	5 days after subsoil pipe completion.	Information sheets given to Superintendent.

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	completed subsoil drains and drainage asset attribute tables				
C14-HP06	SUBMISSIONS Execution details Siting of work	H	Changes proposed to the length, location, designed levels, condition of installation or cover	7 days before commencement	Commencement
C14-HP07	INSPECTIONS Notice No fines concrete	H	Retempering if required.	3 days before after retempering	Notice to Superintendent. For development inspections book through "MyInspect".
C14-WP08	INSPECTIONS, Notice Siting of works	W	Set-out of location and levels	7 days before pipe installation	Pipe installation.
C14-WP09	INSPECTIONS, Notice Trenches	W	Excavation to the documented line, grade, width and depth	1 days before pipe installation	Pipe installation.
C14-HP10	INSPECTIONS, Notice Laying of pipes	H	Compacted bedding, and Placement of pipes or geocomposite drains to documented line and level	1 day before backfilling	Backfilling. For development inspections book through "MyInspect".
C14-WP11	INSPECTIONS, Notice Backfilling	W	Documented level and placement of fabric	1 day before covering with geotextile	Placement of geotextile.
C14-HP12	INSPECTIONS, Notice Flush	H	Clean-outs of subsoil drainage lines	3 days before completion	Completion. For development inspections book through "MyInspect".
	*H = Hold Point W = Witness Point				

1.2.14 C15 Subsoil and formation drains

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C15-HP01	SUBMISSIONS Products and materials	H	Data sheets, compliance certificates and test results Type of filter material and grading Type A and B gradings	7 days before supply of pipes	Pipe and fittings supply and delivery of granular filter material Geotextile supply
C15-HP02	SUBMISSIONS Work- as – executed information sheets for completed subsoil drains and drainage asset attribute tables	H	Show levels and clearance of the subsoil pipes to the finished road construction.	5 days after subsoil pipe completion.	Information sheets given to Superintendent.
C15-WP03	INSPECTIONS Notice Grading	W	Survey top of subsoil pipe every 10 metres.	1 day before backfill with filter material over pipe.	Survey of laid pipe levels and location of centre of pipe.
C15-HP04	INSPECTIONS, Notice Laying of pipes	H	Compacted filter bedding material to the required depth, line and grade.	1 days before laying of pipe	Trench alignment and compaction of bedding prior to pipe placement. For development inspections book through "MyInspect".
C15-HP05	INSPECTIONS, Notice Flush	H	Clean-outs of subsoil drainage lines are operating effectively	3 days before completion	Completion. For development inspections book through "MyInspect".
*H = Hold Point, W = Witness Point					

1.2.15 C16 Pavement drains

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C16-HP01	INSPECTIONS, Notice Laying of pipes	H	Compacted bedding, and placement of pipes	1 day before backfilling over pipes	Backfilling. For development inspections book through "MyInspect".
C16-HP02	SUBMISSIONS, Execution details Intra-pavement drains	H	Submit details of securing pipes for holding down subsoil drains using no fines concrete.	7 days before laying of pipe.	Laying of subsoil pipe under pavement
C16-HP03	SUBMISSIONS, Execution details Edge drains	H	Submit details of securing geocomposite drains	7 days before laying of edge drain.	Laying of subsoil geocomposite edge drain
C16-HP04	SUBMISSIONS, Work as Executed details and Road Asset Attribute Schedule	H	Submit details showing locations of any new subsoil drains	2 weeks following completion of works	Prior to Subdivision Certificate/Occupation Certificate
*H = Hold Point, W = Witness Point					

1.2.16 C17 Drainage blankets

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C17-HP01	INSPECTION Notice Install geotextile in trenches.	H	Inspection of pipes, bedding and trench geotextile prior to filling trench with trench filter aggregates.	1 day before filling trenches	Compaction. For development inspections book through "MyInspect".
C17-WP02	INSPECTION Notice Survey of road subgrade	W	Survey of parent soil under road filter 300mm below road design subgrade.	1 day before placement of bottom geotextile layer.	Placement of filter material.
C17-WP03	INSPECTION Notice Installation of bottom layer of geotextile.	W	Inspection of bottom geotextile layer and trench geotextile prior to placement of Type A or Type B filter material	1 day prior to placement of aggregate filter materials	Placement of filter material
C17-HP04	INSPECTIONS, Notice Installation of filter material over the base filter geotextile.	H	Filter gravel material Type A or Type B placement. Compaction with vibrating flat drum roller.	2 days before placing of top geotextile layer	Filter material placement and compaction of each layer. For development inspections book through "MyInspect".
C17-WP05	INSPECTION Notice Survey of constructed subgrade after placing of filter material	W	Survey of top of Type A or Type B of compacted filter material. Levels to road subgrade design.	1 day before placement of top geotextile filter layer	Placement of geotextile top layer.
C17-WP06	INSPECTIONS Notice Installation of top layer of geotextile over top of filter material prior to subbase gravel.	W	Geotextile for top layer properly overlaps side trench geotextile	1 day before placement of filter material	Placement of filter material at road subgrade level for top of drainage blanket completion
C17-HP07	SUBMISSIONS,	H	Submit details showing	2 weeks following	Completion

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Work as Executed details and asset attribute information.		locations of any new subsoil drainage blankets	completion of works.	
*H = Hold Point, W = Witness Point					

1.2.17 C18 Pavement markings

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C18-HP01	SUBMISSIONS, Execution details Removal of redundant markings	H	Removal method of redundant markings.	3 days before commencement	Removal of markings
C18-HP02	SUBMISSIONS, Samples Permanent pavement marking tape	H	Samples and product details.	5 days before commencement	Material ordering and delivery
C18-WP03	SUBMISSIONS, Products and materials Type tests, material properties	W	Tests reports verifying material properties.	5 days before commencement	Material ordering and delivery
C18-HP04	INSPECTION, Notice Setting out	H	Pavement marking set-out.	5 days before marking application	Marking application, For development inspections book through "MyInspect"
C18-HP05	INSPECTION, Notice Surface preparation	H	Completed surface preparation.	1 day before marking application	Marking application, For development inspections book through "MyInspect"
C18-WP06	INSPECTION, Notice Completion	W	Completed marking.	1 day before inspection	
*H = Hold Point, W = Witness Point					

1.2.18 C19 Signposting

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C19-HP01	SUBMISSIONS, Products and materials Sign details	H	Details of sign manufacturer, materials and attachment system.	2 weeks before fabrication	Sign fabrication
C19-HP02	SUBMISSIONS, Products and materials Regulatory, warning and guide signs	H	Evidence that sign materials and parts conform to this worksection.	1 week before ordering	Sign fabrication
C19-HP03	SUBMISSIONS, Products and materials Retroreflective material for background and legend	H	Details of materials and evidence that materials for background and legend are compatible.	1 week before ordering	Sign fabrication
C19-HP04	SUBMISSIONS, Products and materials Sign support structure	H	Evidence that materials and parts conform to this worksection.	1 week before ordering	Sign support structure fabrication
C19-HP05	SUBMISSIONS, Products and materials Steel reinforcement cages for sign support structures	H	Evidence that materials conform to this worksection.	1 week before fabrication	Sign support structure fabrication
C19-WP06	INSPECTIONS, Notice Pre-delivery inspection	W	Fabricated purpose-designed sign structures.	2 days after fabrication	Sign structure delivery to site
C19-WP07	INSPECTIONS, Notice Existing	W	Services protection.	1 week before sign erection	Sign structure footing placement

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	underground services				
C19-WP08	INSPECTIONS, Notice Clearing	W	Cleared vegetation.	1 day after clearing	-
C19-WP09	INSPECTIONS, Notice Set-out	W	Sign support structure set-out.	1 week before sign erection	Footing placement
C19-WP10	INSPECTIONS, Notice Excavation	W	Completed excavation for footings.	1day before placing footings	-
C19-WP11	INSPECTIONS, Notice Steel reinforcement	W	Footings steel reinforcement in place.	1day before placing	-
C19-WP12	INSPECTIONS, Notice Sign damage	W	Repaired sign damage.	3 days before inspection	-
C19-WP13	INSPECTIONS, Notice Adjustment of existing signs	W	Adjusted, relocated or replaced signs.	3 days before inspection	-
C19-HP14	SUBMISSIONS, Work as Executed details and Road Asset attribute schedule	H	Submit details showing locations of new signage with GPS co-ordinates	2 weeks after completion of works	Completion
	*H = Hold point, W = Witness point				

1.2.19 C20 Guide Posts

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C20-HP01	SUBMISSIONS, Products and materials Post product data	H	Details of proposed guide posts.	2 weeks before manufacturing	Material ordering and delivery
C20-HP02	SUBMISSIONS, Design documentation Set-out drawings	H	Set-out drawings of post location.	5 days before installation	Post installation
C20-HP03	SUBMISSIONS, Execution details Guide posts fixed to concrete pavement	H	Details of post fixing to the concrete.	5 days before installation	Post installation
C20-WP04	INSPECTIONS, Notice Location of guide posts	W	Completed post set-out.	5 days before installation	Post installation
C20-WP05	INSPECTIONS, Notice Installation of guide posts	W	Completed post installation.	1 day before inspection	-
C20-WP06	INSPECTIONS, Notice Removal and disposal of existing guide posts	W	Completed reinstatement of surrounding materials.	1 day before inspection	-
*H = Hold Point, W = Witness Point					

1.2.20 C21 Non-rigid road safety barrier systems

Reference No:	Clause description and Type*	Submission/Inspection	Submission/Notice details	Process held
C21-HP01	SUBMISSIONS, Products and materials Evidence of conformance	H	Evidence of material and component conformance.	2 weeks before erection Material ordering and delivery
C21-HP02	SUBMISSIONS, Products and materials Galvanized steel components	H	Evidence of zinc coating conforming to AS/ZS 4680.	2 weeks before erection Material ordering and delivery
C21-HP03	INSPECTIONS, Notice Set-out	H	Set-out for safety barriers and terminal sections.	5 days before inspection Barrier erection
C21-HP04	SUBMISSIONS, Execution details Alternative methods of setting posts	H	Details of proposed alternative post setting method if required depth cannot be achieved.	5 days before erection Setting of posts
C21-HP05	SUBMISSIONS, Execution details Steel post driving details	H	Details for driving steel posts.	2 weeks before erection Erection of steel posts
C21-WP06	INSPECTIONS, Notice Erection of barrier systems	W	Completed post installation, rectification of damaged posts and completed barrier system.	3 days before inspection -
C21-WP07	INSPECTIONS, Notice Removal of existing safety barrier systems	W	Removal and disposal of barrier system and reinstated surrounding material.	3 days before removal of barrier system -
C21-WP08	INSPECTIONS, Notice Rectification of ground/pavement	W	Disturbed ground/pavement surround posts.	3 days before inspection -
C21-HP09	SUBMISSIONS,	H	Submit details showing	2 weeks after Completion

Reference No:	Clause and description	Type*	Submission/Inspection	Submission/Notice details	Process held
	Work as Executed details and Road Asset attribute schedule		locations of new guardrail	completion of works.	
*H = Hold Point, W = Witness Point					

1.2.21 C22 Public lighting

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C22-HP01	SUBMISSIONS, Lighting Design Brief	H	Submit lighting design brief to Council for approval	Prior to commencing design	Commencement
C22-HP02	SUBMISSIONS, Design Documentation Design and Construct contracts	H	For Design and Construct contracts, design documentation.	2 weeks before commencement	Commencement
C22-WP03	SUBMISSIONS, Authority approval Design	W	Evidence of electricity distributor design approval.	5 days before commencement	Commencement
C22-HP04	SUBMISSIONS Lighting Design	H	Lighting design and notification of change of charges by electricity energy provider for acceptance by Council	Prior to commencement of works	Prior to Subdivision Certificate/Occupation Certificate
C22-WP05	SUBMISSIONS, Products and materials Proprietary equipment	W	Manufacturer's information for luminaires, fittings and accessories.	5 days before commencement	Material ordering
C22-WP06	INSPECTIONS, Notice Footings for base mounted columns	W	Formwork and anchor bolt assembly location approved by electricity energy provider.	1 day before installation	Column installation
C22-HP07	SUBMISSIONS, Variations Columns directly buried in the ground	H	Alternative pole mounting method approved by electricity energy provider if soil is unsuitable.	3 days before installation	Column installation
C22-WP08	INSPECTIONS, Notice Power cables	W	Completed cable installation approved by electricity energy provider	1 day before inspection	-
C22-WP09	INSPECTIONS, Notice	W	Commissioning and verification testing	1 day before inspection	-

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Audit		approved by electricity energy provider		
C22-HP10	SUBMISSIONS, Work as Executed details	H	Submit details showing GPS locations of new lighting and light type.	2 weeks after completion of works	Prior to Subdivision Certificate/Occupation Certificate
*H = Hold Point W = Witness Point					

1.2.22 C23 Stormwater Drainage (Construction)

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C23-WP01	SUBMISSIONS Authority approvals	W	Dial Before You Dig investigation. Gain Service Authority Approval where conflicts exist.	10 days before site commencement	Site commencement
C23-HP02	SUBMISSIONS Road occupancy permit from the Road Authority	H	Approval from Road Authority with appropriate approval certificate.	5 days before site commencement	Gain road opening permit with conditions
C23-HP03	SUBMISSIONS Certification Construction traffic	H	Certification of protection measures	10 days before protection measures installation.	Protection measures
C23-HP04	SUBMISSIONS Traffic Management	H	Traffic Management Plan submitted to Road Authority for Approval	10 days before commencement	Site Commencement
C23-HP05	SUBMISSIONS Execution details Set-out of stormwater drainage system	H	Details of any proposed changes to designed system	10 days before commencement	Construction setout
C23-HP06	SUBMISSIONS Execution details Temporary bypass drainage during construction	H	Details of procedures/devices	10 days before site commencement	Temporary drainage proposal
C23-WP07	SUBMISSIONS Execution details Soil type	W	Soil type confirmation	3 days before starting excavation	Excavation
C23-HP08	SUBMISSIONS Tests Durability	H	Soil test results	5 days before proceeding	Site commencement
C23-WP09	INSPECTIONS Excavation near underground services	W	Locate services visually by approved non-mechanical methods, mark locations and depths. Submit marking	1 week prior to proceeding	Excavation

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
			for approval		
C23-WP10	INSPECTIONS, Notice Set-out of stormwater drainage system	W	Set-out of location design levels and design cover	3 days	Set-out of stormwater drainage
C23-WP11	INSPECTIONS, Notice Drainage structures other than pipes	W	Clear width of excavations	3 days	Temporary drainage during construction
C23-WP12	INSPECTIONS Notice Unsuitable foundation material	W	Area containing material inadequate to support drainage system Identify unsuitable material and remove to spoil heap and pay loose heap measure.	Proceeding	Trench grade suitability
C23-WP13	INSPECTIONS Notice Rock foundation	W	Compaction to fill for excavated rock Removal of rock to spoil to measure loose in heap.	Proceeding	Bedding depth over rock
C23-WP14	INSPECTIONS Notice Culvert subgrade strength	W	Compaction and suitability of subgrade under culverts.	1 day before culvert foundation material	Subgrade before bedding material
C23-WP15	INSPECTIONS Notice Backfilling	W	Dimensions of corrugated metal structures after backfilling	1 day	Backfilling
C23-WP16	INSPECTIONS Notice Backfilling	W	To in situ concrete structures	2 days	Backfilling
C23-WP17	INSPECTIONS Notice Compaction adjacent to or drainage structures	W	Observation of compaction around culverts to check compliance.	Proceeding	Compaction of backfilling

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C23-WP18	INSPECTIONS Notice Compaction of pipe drainage bedding	W	Cementitious stabilisation in the concrete pipe bedding and haunch zones as specified	Proceeding	Compaction and stabilisation of backfilling and bedding
C23-WP19	INSPECTIONS Notice Protection to WSUD	W	Vegetated swales, buffer strips, and bioretention systems from construction traffic	Proceeding	Restoration of any damaged WSUD
C23-HP20	INSPECTIONS Notice Pipework installation	H	Each section of the installed and jointed pipework before commencement of trench backfilling	Progressive	Execution and installation. For development inspections book through "MyInspect".
C23-HP21	SUBMISSION Work as Executed Drawings and Drainage Asset Attribute Schedules	H	Submit certified drawings and schedules	2 weeks after completion of works	Prior to Subdivision Certificate/Occupation Certificate
C23-HP22	SUBMISSION Submit CCTV video	H	Submission of CCTV video and accompanying inspection reports	5 days after completion of CCTV inspection	Prior to sealing of road. Inspection and reports as per WAS Code.
*H = Hold Point, W = Witness Point					

1.2.23 C24 Open drains

Reference No:	Clause description and	Type*	Submission/Inspection details	Submission/Notice times	Process held
C24-HP01	SUBMISSIONS Authority approvals Road opening permit or road occupancy permit from Road Authority	H	Approval of application	10 days before site commencement	Site commencement
C24-HP02	SUBMISSIONS Execution details Set-out of open drains	H	Details of any proposed changes to designed system	10 days before proceeding	Site set-out of drainage
C24-HP03	SUBMISSIONS Execution details Temporary drainage	H	Details of procedures/devices	10 days before site commencement	Temporary drainage
C24-HP04	SUBMISSIONS Execution details Tree and rock outcrops	H	Proposal for diversion	1 day before set-out	Site set-out of drainage
C24-WP05	INSPECTION Notice Set-out of open drains	W	Set-out	3 days	-
C24-WP06	INSPECTION Notice Salinity prevention	W	Location of open drains for salinity prevention	1 day before set-out	-
C24-WP07	INSPECTION Notice Excavation	W	Grade of open drains	Progressive	-
C24-WP08	INSPECTION Notice Excavation	W	Backfill of excavation below the level of the natural channel	Progressive	-
C24-WP09	INSPECTION Notice Excavation	W	Surplus material disposal	Progressive	-
C24-WP10	INSPECTION Notice	W	Location of catch drains	Progressive	-

Reference No:	Clause description and	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Catch drains				
C24-WP11	INSPECTION Notice Table drains	W	Location of table drains, swales and depressed medians	Progressive	-
C24-HP12	INSPECTION Notice Compacted Bedding	H	Bedding material and formwork for lining	1 day before placing	-
C24-WP13	INSPECTION Notice Concrete lining	W	Location of weepholes	1 day before concreting	-
C24-WP14	INSPECTION Notice Wire mattresses	W	Completed installation	3 days	-
C24-HP15	SUBMISSIONS Work as Executed Drawings and Drainage Asset Attribute information	H	Submit certified drawings and schedules	2 weeks after placement of last channel/pipe/conduit/pit/structure	Payment
	*H = Hold point W = Witness point				

1.2.24 C25 Pipe drainage

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C25-HP01	SUBMISSIONS Products and materials Product conformity	H	Certificate of conformance of all pipes and fittings.	10 days before delivery	Delivery of pipes
C25-HP02	SUBMISSIONS Samples Conformity of Components (where required)	H	Samples of fittings	10 days before delivery	Delivery of pipes and fittings
C25-WP03	INSPECTIONS, Notice Additional protective coatings	W	Field cut and repairs to steel pipes. Submit cement slurry procedures	3 days	Execution
C25-WP04	INSPECTIONS Notice Joints for concrete pipes	W	Joint testing Elastomeric seal. Check V ring joints	3 days	Precast concrete pipes
C25-HP05	INSPECTIONS Notice Pipework installation	H	Each section of the installed and jointed pipework before commencement of trench backfilling	Progressive, 1 day notice	Execution and installation. For development inspections book through "MyInspect".
C25-HP06	SUBMISSIONS Work as Executed Drawings and Drainage Asset Attribute Schedules	H	Submit certified drawings and schedules	2 weeks after completion of works	Prior to Subdivision Certificate/Occupation Certificate
C25-HP07	CCTV INSPECTION OF PIPELINE	H	Submission of CCTV video and accompanying inspection report	5 days after completion of CCTV inspection	Prior to sealing of road. Inspection and reports as per WSA Code.
	*H = Hold point W = Witness point				

1.2.25 C26 Precast box culverts

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C26-HP01	SUBMISSIONS Products and materials Product conformity	H	Certificate of conformance for dimensional accuracy and defects	10 days before delivery	Delivery of precast box culverts
C26-HP02	SUBMISSIONS Execution details Construction of cofferdams	H	Details of proposed cofferdams and compliance requirements	10 days before commencement.	Construction of cofferdam
C26-WP03	INSPECTIONS Notice Handling, delivery and storage	W	Precast box culvert on delivery to site. Check dimensions and any defects	5 days before installation	Precast material supply
C26-WP04	INSPECTION Notice Diversion and disposal of water	W	Diversion works	Proceeding	Cofferdam construction establishment
C26-HP05	INSPECTIONS Notice Cast in situ base slab	H	Completed bedding	5 days before installation of base slab	Installation of base slab. For development inspections book through "MyInspect".
C26-HP06	INSPECTIONS Notice Precast base slab	H	Completed bedding	5 days before installation of base slab	Installation of base slab. For development inspections book through "MyInspect".
C26-WP07	INSPECTIONS Notice Cast in situ base slab	W	Minimum compressive strength	1 day	Cast in situ base slab
C26-WP08	INSPECTIONS Notice Placement precast units	W	Completed jointing between units	1 day	Precast base slabs

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C26-WP09	INSPECTIONS Notice Side zones and overlay fill	W	Backfill sequence	1 day	Backfill
C26-WP10	INSPECTIONS Notice Removal of cofferdams	W	Timber and bracing and cofferdam removal	3 days	Cofferdams removal
C26-HP11	SUBMISSION Work as Executed Drawings and Asset Attribute Data.	H	Submit certified drawings and schedules	2 weeks after completion of works	Payment
C26-HP12	SUBMISSION CCTV Inspection	H	CCTV inspection footage and reports.	5 days after CCTV Inspection	Payment.

1.2.26 C27 Drainage Structures

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C27-HP01	SUBMISSIONS Products and materials Product conformity	H	Manufacturers certificates for precast units.	10 days before delivery	Delivery of drainage structures. Execution.
C27-HP02	SUBMISSIONS Execution details Precast drainage structures	H	Substitution of precast units for in situ units. Submit details of proprietary items.	10 days before commencing installation	Substitution of precast units. Precast drainage structures
C27-HP03	INSPECTIONS Notice Foundation	H	Completed excavation and compaction of foundations	1 day	commencement of drainage structure and foundations. For development inspections book through "MyInspect".
C27-WP04	INSPECTIONS Notice Foundation	W	Rock foundation to wingwalls and headwalls	1 day	Excavation of rock for wingwalls and headwalls.
C27-WP05	INSPECTIONS Notice Foundation	W	Rock foundation to gully pits and sumps	1 day	Excavation of rock for pits and sumps.
C27-WP06	INSPECTIONS Notice Precast units	W	Installation of precast units	5 days	Precast drainage structures
C27-HP07	INSPECTIONS Notice Backfilling	H	Before backfilling of in situ concrete drainage structures	1 day prior to backfilling progressively	Document and survey measure. For development inspections book through "MyInspect".
C27-HP08	SUBMISSIONS Work as Executed	H	Submit certified drawings and schedules	2 weeks after completion of works	Prior to sealing of road

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Drawings and Drainage Assets Attribute Schedules				

1.2.27 C28 Auxiliary concrete works

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C28-HP01	SUBMISSIONS, Certification Design	H	Certification of formwork design conformance	10 days before erecting formwork	Erection of formwork
C28-HP02	SUBMISSIONS, Certification Completed formwork	H	Certification of completed formwork conformance	5 days before placing concrete	Placement of concrete
C28-HP03	SUBMISSIONS, Tests Loading	H	Results to show that concrete has achieved 95% of its design strength	2 days before applying superimposed load	Application of super-imposed load
C28-HP04	SUBMISSIONS, Execution details Coring	H	Details of any proposed cutting or coring required in hardened concrete	3 days before coring concrete	Concrete coring
C28-HP05	SUBMISSIONS, Products and materials Machine mixing	H	Details of proposed concrete mix for on-site machine mixing of concrete	7 days before on-site concrete mixing	On-site concrete mixing
C28-HP06	SUBMISSIONS, Execution details Measurement of materials	H	Proposal to measure materials by volume for on-site mixing for minor concrete works	7 days before on-site concrete mixing	On-site concrete mixing
C28-HP07	SUBMISSIONS, Execution details Repair of defects	H	Details of the proposed method of defect repair	3 days before repairing defect	Repair of defect
C28-HP08	SUBMISSIONS, Execution details Surface repairs	H	Details of the proposed method of surface repair	3 days before repairing surface	Repair of surface
C28-HP09	SUBMISSIONS, Execution details	H	Detailed method statement for sprayed concrete works	14 days before spraying concrete	Sprayed concrete works

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Method statement				
C28-HP10	SUBMISSIONS, Samples Sprayed concrete	H	3 sample panels for each proposed mix	10 days before spraying concrete for works	Sprayed concrete works
C28-HP11	SUBMISSIONS, structural certification from a professional engineer	H	Certification for bridges, retaining walls, buildings, water and sewer pump stations, water reservoirs, flood control structures, culverts and causeway and miscellaneous structures	On completion	Prior to Subdivision Certificate/Occupation Certificate
C28-WP12	INSPECTIONS, Notice Base preparation	W	Completed and prepared base	1 day before laying underlay or placing concrete	-
C28-HP13	INSPECTIONS, Notice Completed formwork	H	Completed formwork	1 day before placing concrete	For development inspections book through "MyInspect"
C28-HP14	INSPECTIONS, Notice Steel reinforcement placement	H	Completed installed steel reinforcement, including cores fixings and embedded items fixed in place	3 days before placing concrete	For development inspections book through "MyInspect"
C28-WP15	INSPECTIONS, Notice Galvanizing repair	W	Repairs to damaged galvanizing of steel reinforcement	1 day before placing concrete	-
C28-WP16	INSPECTIONS, Notice Emergency hand mixing	W	Emergency hand mixing of concrete due to mechanical failure	Immediately after mechanical failure	-
C28-WP17	INSPECTIONS, Notice Sprayed concrete sample panels (where	W	Concrete spraying of sample panels	3 days before spraying sample panels	-

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	required)				
*H = Hold Point, W = Witness Point					

1.2.28

C29 Landscape – road reserve and street trees

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C29-WP01	INSPECTIONS, Notice Slopes and drains	W	Preparation of surface for cultivation and conditioning.	2 days after preparing surface	
C29-WP02	INSPECTIONS, Notice Plants on arrival at site	W	Physical damage or drying out	3 days before planting	Planting
C29-HP03	INSPECTIONS, Notice Landscape planting	H	Set out of plants, soil conditioner and fertiliser	2 days before backfilling	Backfilling. For development inspections book through "MyInspect".
C29-HP04	INSPECTIONS, Notice Transplanting street trees	H	Final orientation of the tree	2 days before rootball pruning	Rootball pruning. For development inspections book through "MyInspect".
C29-WP05	INSPECTIONS, Notice Transplanting street trees	W	Watering, fertilising and root cutting in existing location	2 days before transplanting	-
C29-WP06	INSPECTIONS, Notice Transplanting street trees	W	Watering, fertilising and root cutting in relocated location	2 days before transplanting	-
*H = Hold Point, W = Witness Point					

1.2.29 C30 Water Supply – Reticulation and pumping station (Construction)

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C30-HP01	SUBMISSIONS, Variations Alignment	H	Proposals to adjust alignment or position	7 days before excavating trenches	Trench excavation
C30-HP02	SUBMISSIONS, Variations Trench excavation	H	Details of unexpected soil conditions	5 days before preparing trench floor	Preparation of trench floor
C30-HP03	SUBMISSIONS, Execution details Excavation support	H	Permanent stability proposals	5 days before installing permanent stability measures	Installation of permanent stability measures
C30-WP04	INSPECTIONS, Notice Inadequate foundation material	W	Any area that may contain material inadequate for support	5 days before preparing trench floor	
C30-WP05	INSPECTIONS, Notice Underground services	W	Location and marking of existing underground services.	3 days before excavating trenches	Trench excavation,
C30-HP06	SUBMISSIONS, Execution details Inadequate foundation material	H	Details for providing adequate foundation	3 days before preparing trench floor	Preparation of trench floor
C30-WP07	INSPECTIONS, Notice Trench floor preparation	W	Completed trench excavation	5 days before placement of bedding	
C30-HP08	SUBMISSIONS, Material sheets and product sheets	H	Material/product sheets from Manufacturer/Supplier as evidence of material/pipe conformance	10 days before placement/installation	Pipe laying and embedment

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C30-WP09	SUBMISSIONS, Authority approvals PE weld pre-qualification	W	Evidence of approval of proposed electrofusion and butt welding	5 days	-
C30-WP10	SUBMISSIONS, Material storage	W	Confirmation that suitable storage of material and capping of pipes.	2 days before placement	Storage of material
C30-HP11	INSPECTIONS, Notice Pipe embedment	H	Completed pipe laying, jointing and corrosion protection	2 days before trench backfilling	Trench backfilling, For development inspections book through "MyInspect".
C30-HP12	INSPECTIONS, Concrete formwork/reinforcement	H	Formwork/reinforcement prior to concrete pour	1 day before concrete pour	Pouring of concrete. For development inspections book through "MyInspect".
C30-HP13	INSPECTIONS, Notice Acceptance testing (Visual, Compaction, Pressure, Water quality, Special)	H	Acceptance testing being carried out	3 days before starting acceptance testing	For development inspections book through "MyInspect". Section 19 WSA 03.
C30-WP14	INSPECTION, Notice Swabbing	W	Swabbing	3 days before starting swabbing	Section 19 WSA 03
C30-HP15	INSPECTION, Notice Disinfection	H	Disinfection	3 days before starting disinfection	For development inspections book through "MyInspect".
C30-HP16	INSPECTIONS, Notice Existing condition	H	Badly corroded or damaged existing water mains	3 days before connecting to existing main	Connecting to existing main
C30-HP17	INSPECTIONS, Notice	H	Connecting to existing main and charging new main	5 days before Council crew connecting to existing main	For development inspections

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Connections				book through "MyInspect".
C30-HP18	SUBMISSIONS, Work as Executed Drawings and Water Attribute Schedules	H	Submit certified drawings and schedules	2 weeks after completion of works	Prior to Subdivision Certificate / Occupation Certificate
*H = Hold Point, W = Witness Point					

1.2.30 C31 Sewerage Systems – Reticulation and Pumping Stations (Construction)

Reference No:	Clause description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C31-WP01	SUBMISSIONS, Authority approvals Drainage and dewatering	W	Approval to discharge to sewers, stormwater drains or watercourses	2 weeks	
C31-HP02	SUBMISSIONS Products and materials Authorised products and materials	H	Certification that all products and materials used are authorised by the Water Authority	10 days	Delivery to the site
C31-WP03	SUBMISSIONS, Authority approvals PE weld pre-qualification	W	Evidence of approval of proposed electrofusion and butt welding	5 days	-
C31-HP04	SUBMISSIONS, Variations Alignment	H	Proposals to adjust alignment or position	10 days before excavating trenches	Trench excavation
C31-HP05	INSPECTIONS, Notice Underground services	H	Location and marking of existing underground services.	3 days before excavating trenches	Trench excavation, For development inspections book through "MyInspect".
C31-HP06	INSPECTIONS, Notice Protection of property and environment	H	Proposed work method statement for any interference to the works caused by an existing service	5 days before relevant action	Relevant action. For development inspections book through "MyInspect".
C31-WP07	INSPECTIONS, Notice Foundations and foundation stabilisation	W	Additional excavation of rock, backfill and compaction	5 days	-
C31-HP08	SUBMISSIONS,	H	Details of unexpected	5 days before	Preparation

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Variations Soil conditions		soil conditions	preparing trench floor	of trench floor
C31-HP09	SUBMISSIONS, Execution details Excavation support	H	Permanent stability proposals	5 days before installing permanent stability measures	Installation of permanent stability measures
C31-WP10	INSPECTIONS, Notice Foundations and foundation stabilisation	W	Any area that may contain material inadequate for support	5 days before preparing trench floor	-
C31-HP11	SUBMISSIONS, Execution details Inadequate foundation material	H	Details for providing adequate foundation	3 days before preparing trench floor	Preparation of trench floor
C31-WP12	INSPECTIONS, Notice Trench floor preparation	W	Completed trench excavation	5 days before placement of bedding	-
C31-HP13	INSPECTIONS, Notice Pipe embedment and support	H	Completed pipe laying, jointing and corrosion protection	2 days before trench backfilling	Trench backfilling, For development inspections book through "MyInspect".
C31-WP14	INSPECTIONS, Notice Restoration of surfaces	W	Carriageway pavements, pathways, lawns, fencing and other improved areas progressively restored to pre-construction condition	Progressive	-
C31-HP15	INSPECTIONS, Notice Acceptance testing	H	Intention to perform acceptance testing	3 days before starting acceptance testing	For development inspections book through "MyInspect".
C31-HP16	INSPECTIONS, Notice	H	Intention to connect to existing main and	10 days before connecting to	For development

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Connections		charge new main by Council crew	existing main	inspections book through "MyInspect".
C31-HP17	SUBMISSIONS, Work as Executed Drawings and Sewer Attribute Schedules	H	Submit certified drawings and schedules	2 weeks after completion of the works	Prior to Subdivision Certificate / Occupation Certificate
C31-HP18	INSPECTIONS, Concrete formwork/reinforcement	H	Formwork/reinforcement prior to concrete pour	1 day before concrete pour	Pouring of concrete. For development inspections book through "MyInspect".
*H = Hold Point, W = Witness Point					

1.2.31 C33 Pathways and Cycleways (Construction)

Reference No:	Clause and description	Type	Submission/Inspection details	Submission/Notice timing	Process held
C33-HP01	INSPECTIONS, Notice Compaction of subgrade	H	Prepared subgrade after compaction	1 day before proceeding with base	For development inspections book through "MyInspect".
C33-WP02	INSPECTIONS, Notice Compaction of subbase	W	Prepared subbase after compaction	1 day before completing compaction	-
C33-HP03	INSPECTIONS, Notice Compaction of base	H	Prepared base after compaction	1 day before completing compaction	For development inspections book through "MyInspect"
C33-WP04	INSPECTIONS, Notice No subbase for pavement	W	Installation of membrane and/or blinding layer of sand	1 day before installing reinforcement	-
C33-HP05	INSPECTIONS, Notice Installation of reinforcement	H	Completed installation of reinforcement	2 days before pouring concrete	For development inspections book through "MyInspect"
C33-WP06	INSPECTIONS, Notice Installation of cores, fixings and embedded items	W	Completed installation of cores, fixings and embedded items	2 days before pouring concrete	-
C33-WP07	INSPECTIONS, Notice Installation of joints	W	Installed expansion, contraction, isolation or construction joints	Progressive	-
C33-HP08	INSPECTIONS, Notice Completion of asphalt wearing surface	H	Evaluation of finish and reinstatement of adjacent surfaces.	2 days before opening pavement to traffic	Opening pavement to public For development inspections book through "MyInspect"
C33-HP09	INSPECTIONS, Notice	H	Evaluation of finish and reinstatement of	2 days before opening	Opening pavement to public

Reference No:	Clause and description	Type	Submission/Inspection details	Submission/Notice timing	Process held
	Completion of segmental pavement		adjacent surfaces.	pavement to traffic	For development inspections book through "MyInspect
C33-HP10	SUBMISSION Work as Executed Drawings and Road Asset Attribute Schedules	H	Submit certified drawings and schedules	2 weeks after completion of works	Prior to Subdivision Certificate/Occupation Certificate

1.2.32 C34 Trenchless conduit installation

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
C34-HP01	SUBMISSIONS, Investigations, Feasibility Study Concept Design	H	Investigations for installation methodology and design	10 days before commencement	Commencement
C34-HP02	SUBMISSIONS, Authority approvals Work located at road and rail crossings	H	Evidence of approval of the Work from the relevant authorities.	10 days before commencement	Commencement
C34-HP03	SUBMISSIONS, Products and materials Conduits, fittings and other components	H	Testing data of conformance to required standards.	5 days before installation	Material ordering and delivery/ Installation
C34-HP04	SUBMISSIONS, Tests Load tests	H	Test data verifying conformance of conduits, pipework and other components.	5 days before installation	Material ordering and delivery/ Installation
C34-WP05	INSPECTIONS, Notice Underground services	W	Location and marking of existing underground services.	3 days before excavating	Excavation
C34-WP06	SUBMISSIONS, Authority approvals PE weld pre-qualification	W	Evidence of approval of proposed electrofusion and butt welding	5 days	-
C34-WP07	SUBMISSIONS, Material storage	W	Confirmation that suitable storage of material and capping of pipes.	2 days before placement	Storage of material
C34-HP08	SUBMISSIONS, Samples Materials	H	Samples of conduits, pipework and other components.	5 days before installation	Material ordering and delivery/ Installation
C34-WP09	INSPECTIONS, Notice	W	Completed installation.	5 days before inspection	-

Reference No:	Clause and description	Type*	Submission/Inspection details	Submission/Notice times	Process held
	Bulkheads				
C34-WP10	INSPECTIONS, Notice Pits	W	Cleaned and reinstated lid.	5 days before inspection	-
C34-HP11	INSPECTIONS, Notice Acceptance testing (Visual, Compaction, Pressure, CCTV, Water Quality, Special)	H	Acceptance testing being carried out	3 days before starting acceptance testing	For development inspections book through "MyInspect". Section 19 WSA 03.
C34-WP12	INSPECTION, Notice Swabbing	W	Swabbing	3 days before starting swabbing	Section 19 WSA 03
C34-HP13	INSPECTION, Notice Disinfection	H	Disinfection	3 days before starting disinfection	For development inspections book through "MyInspect".
C34-HP14	INSPECTIONS, Notice Connections	H	Connecting to existing main and charging new main	5 days before Council crew connecting to existing main	For development inspections book through "MyInspect".
C34-HP15	SUBMISSIONS, Work as Executed Drawings and Water Attribute Schedules	H	Submit certified drawings and schedules	2 weeks after completion of works	Prior to Subdivision Certificate / Occupation Certificate
	*H = Hold Point, W = Witness Point				

1.2.33 C35 Open space and Playground landscaping

Reference No:	Clause and description	Type *	Submission/Inspection details	Submission/Notice times	Process held
C35-WP01	INSPECTIONS, Notice Slopes and drains	W	Preparation of surface for cultivation and conditioning	2 days after preparing surface	
C35-HP02	INSPECTIONS, Notice Plants on arrival at site	H	Physical damage or drying out	3 days before planting	Planting
C35-HP03	INSPECTIONS, Notice Landscape planting	H	Set out of plants, soil conditioner and fertiliser	2 days before backfilling	Backfilling
* H = Hold Point, W = Witness Point					