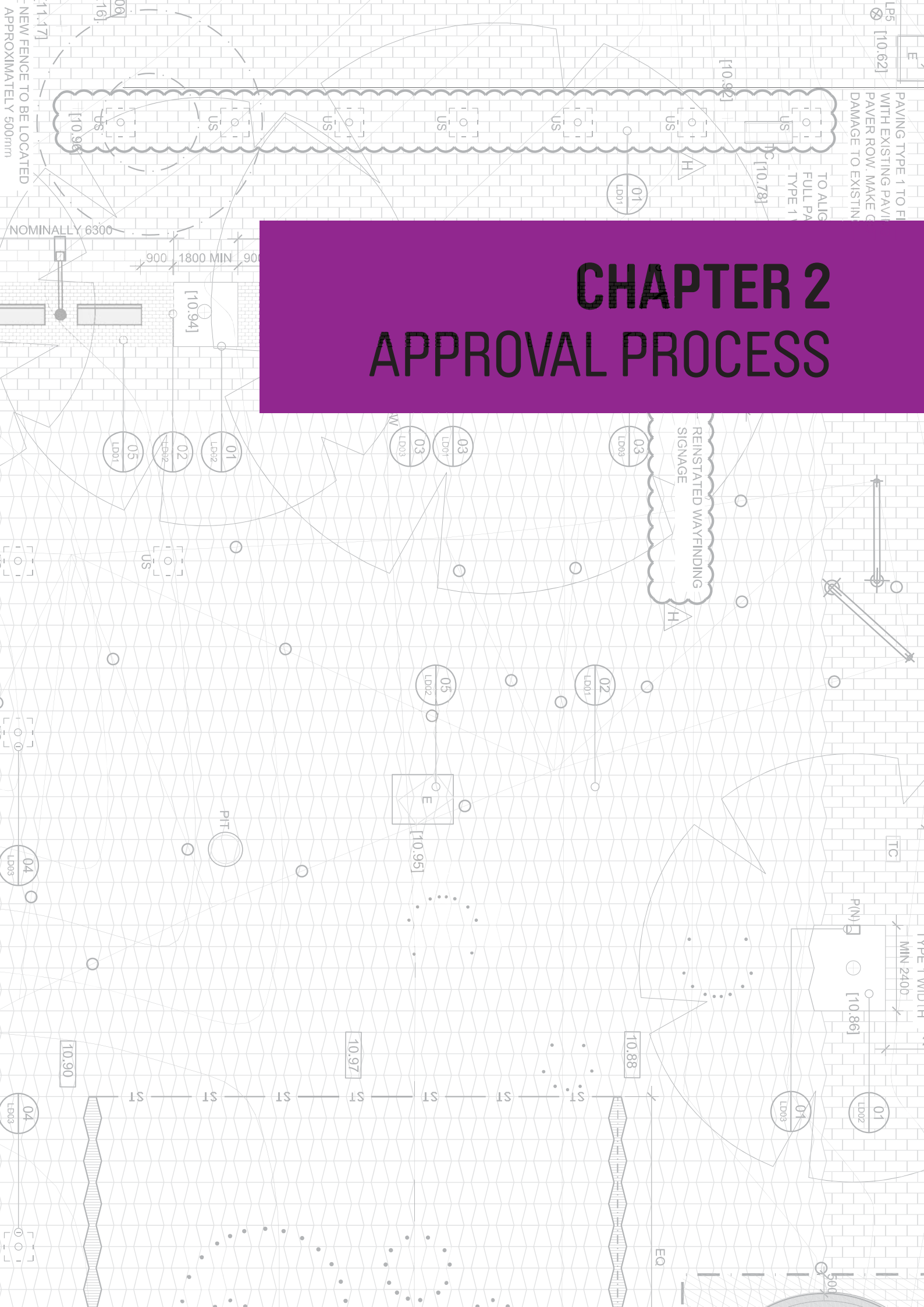


CHAPTER 2

APPROVAL PROCESS



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TABLE OF CONTENTS

2	PUBLIC DOMAIN WORKS APPROVAL PROCESS	12
2.1	COUNCIL APPROVAL PROCESS	13
2.2	PRE-LODGE (PL) CONSULTATION	14
2.3	DEVELOPMENT APPLICATION (DA) SUBMISSION	15
2.3.1	REFERENCE DOCUMENTS	15
2.3.2	PUBLIC DOMAIN ALIGNMENT DRAWINGS	15
2.3.3	PREPARATION AND APPROVAL	15
2.3.4	PURPOSE	15
2.3.5	TRIGGER	16
2.3.6	SCOPE	16
2.3.7	COORDINATION	17
2.3.8	DESIGN CONSIDERATION	17
2.3.9	SUBMISSION REQUIREMENT	19
2.4	CONSTRUCTION CERTIFICATE (CC) SUBMISSION	21
2.4.1	REFERENCE DOCUMENTS	21
2.4.2	PUBLIC DOMAIN CONSTRUCTION DRAWINGS	21
2.4.3	PREPARATION	21
2.4.4	PURPOSE	21
2.4.5	TRIGGER	21
2.4.6	SCOPE	22
2.4.7	COORDINATION	22
2.4.8	DESIGN CONSIDERATION	22
2.4.9	SUBMISSION REQUIREMENT	24
2.5	CONSTRUCTION PHASE	25
2.5.1	INSPECTIONS	25
2.5.2	DEFECTS	25
2.6	OCCUPATION CERTIFICATE (OC) & FINAL SIGN OFF	26

2 PUBLIC DOMAIN WORKS APPROVAL PROCESS

KEY POINTS OF THIS CHAPTER

- Council assessment and approval procedures
- Design considerations when preparing the submission
- Document and drawing requirements for each development stage
- Drawing format and consultant qualification requirements
- Inspection regime during construction
- Final sign-off process by Council

Approval is required to carry out works on land that is owned and/or managed by City of Parramatta Council, and land that will be dedicated to Council. This includes work on roads, drainage, footways, open spaces and other public lands referred to as the public domain. Any work required in the public domain must be documented to Council standard requirements described herein for each development stage.

2.1 COUNCIL APPROVAL PROCESS

Council's submission & approval process is summarised below:

Table 2.1 Council Approval Process for Public Domain Works

APPROVAL STAGE	SUBMISSION	RE-FERENCE
PL Pre-Lodgement & Consultation	Public Domain Concept Provide site analysis & concept design drawings showing intent of proposed public domain works. If desired, arrange a pre-lodgement to discuss.	2.2 Page 10
DA Development Application	Public Domain Alignment Drawings Detailed public domain concept drawings incorporating civil engineering and landscape architectural works.	2.3 Page 11
CC Construction Certificate	Public Domain Construction Drawings Construction standard drawings indicating approved public domain works based on approved Alignment Drawings and requirements in Conditions of Consent. Must be fully co-ordinated with all other design disciplines.	2.4 Page 16
CP Construction Phase	Inspections & Sign Offs Site inspections carried out by Council Officers at key stages of the construction phase.	2.5 Page 20
OC Occupation Certificate	Work-as-Executed Drawings & Final Sign Off As-built drawings based on a survey of the completed works. Final sign-off by Council prior to any issue of OC by Council.	2.6 Page 21

2.2 PRE-LODGEEMENT (PL) CONSULTATION

A Preliminary Consultation is recommended for all major projects involving works in the public domain.

Prepare preliminary site analysis and design drawings describing development concepts sufficient to allow Council Officers to consider the concepts and identify key issues. Submit drawings as described in below table to Council at least 7 days prior to the meeting.

It is recommended that a preliminary site survey and site analysis is used to inform the initial concept plan. Prepare a concept plan with indicative proposed design solutions to the issues identified in preliminary site appraisals and include the following.

Table 2.2 Submission Requirements at Pre-Lodgement Stage

DRAWINGS	INFORMATION REQUIREMENTS	PREPARED BY	SUBMISSION FORMAT	MINIMUM SCALE
Site Analysis	Prepare site analysis showing site context, opportunities and constraints to inform the concept plan. Design considerations should include desired future character, street hierarchy, adjacent amenities, land uses, street trees, heritage elements, privacy issues, overshadowing, desired access lines, building bulk and passive surveillance.	Qualified Landscape Architect	Two (2) copies of A3 drawings, and PDF format file to scale	1:500
Concept Plan	<p>Show proposed development both on the site and on public land sufficient to allow Council staff to consider the concepts being put forward.</p> <p>Pedestrian access and connections around the development.</p> <p>Local context (local character, infrastructure, public amenity) and required access provisions.</p> <p>Fixtures and fittings proposed in the public domain.</p> <p>Indicative ground floor plans and uses and indicative levels.</p> <p>Interface between proposed buildings and the public domain with emphasis on pedestrian and vehicular access and service.</p>	Qualified Landscape Architect	Two (2) copies of A3 drawings, and PDF format file to scale	1:500

2.3 DEVELOPMENT APPLICATION (DA) SUBMISSION

2.3.1 REFERENCE DOCUMENTS

Applicants should refer to the following documents when the Public Domain Alignment Drawings are being prepared:

- CoP Public Domain Guidelines (available on www.parracity.nsw.gov.au);
- CoP Design Standards (DS drawings available on request); and
- Any relevant Voluntary Planning Agreement (VPA) requirements.

2.3.2 PUBLIC DOMAIN ALIGNMENT DRAWINGS

The Public Domain Alignment Drawings shall show all of required information stated below:

- Existing and proposed levels for roads, footways, forecourts and through-site links. They should clearly document road, footway, kerb and gutter levels and cross-falls for a site, relative to Australian Height Datum (AHD) and Map Grid Australia (MGA).
- In addition to levels throughout publicly accessible areas, the proposed relationship between private and public domains. Alignment information may be included on landscape or architectural plans to demonstrate integration of buildings and private landscaping with the surrounding public domain.
- Street sections, and engineering cross and longitudinal sections based on detailed and accurate survey information and consist of plans. They should clearly show existing public domain levels and proposed changes to meet Council standards, and reflect any Council proposed changes to the public domain as applicable.

2.3.3 PREPARATION AND APPROVAL

The Public Domain Alignment Drawings must be overlaid on a survey plan prepared by a registered surveyor, and be designed by a qualified civil engineer and landscape architect. Submissions must be approved by Council prior to the issue of DA consent.

2.3.4 PURPOSE

The Public Domain Alignment Drawings are required so Council can clearly understand relationship of the horizontal and vertical levels and grades at the interface of the development and the public

domain. Ensure flush surfaces and safe grades at all proposed building entry points. Ensure improvements for accessibility are provided in accordance with Council standards, and what changes are proposed. Public Domain Alignment Drawings must also show a co-ordination and general layout of all elements, both existing and proposed, in the public domain. This allows Council to properly assess and approve the proposed work.

2.3.5 TRIGGER

Private development proposals that meet any of the following criteria must be accompanied by Public Domain Alignment Drawings:

- Developments in CBD, Town Centres and Future Urban Villages; or
- Developments that provide new public domain infrastructure including roads, laneways and pedestrian links; or
- Developments in land use zones including B1 Neighbourhood Centres, B2 Local Centres, B3 Commercial Core, B4 Mixed Use, B5 Business Development, B6 Enterprise Corridor (refer Parramatta City Centre LEP 2007 and Parramatta LEP 2011); or
- Some developments in R4 High Density Residential zones, subject to Council advice; or
- Any development with nil setback.

Council's Public Domain Team aims to provide feedback on Public Domain Alignment Drawings in 4-6 weeks depending on the complexity of the project, integration with other approvals, the completeness of the submission information provided, and Council's existing workload.

2.3.6 SCOPE

The Public Domain Alignment Drawings should include all frontages of the development site or project area including an extension of 20m along the footway at both ends of the development site (as applicable) and including kerb ramp connections across streets to clearly address transitions to surrounding conditions.

Street sections should extend from 2m inside the building to the kerb. Engineering cross sections should extend from the building line to the centre line of the road carriageway.

2.3.7 COORDINATION

The Public Domain Alignment Drawings must be fully coordinated with other works and consultant submissions for any proposed public domain development. This includes all civil engineering and levels, public domain, ground floor architectural, lighting and landscape design.

Failure to ensure that all work and consultant submissions are coordinated can result in delays in approvals where Council must request additional information to clarify what is actually proposed.

2.3.8 DESIGN CONSIDERATION

Table 2.3 Design Considerations for Resolution in the Public Domain Alignment Drawings

ELEMENTS	DESIGN REQUIREMENTS
Levels and Gradients	<p>Pedestrian Path of Travel (POT) based on Council's requirements, contiguous with property line, to be clear of all obstacles and trip hazards and to have cross fall between 1-2.5%. High volume pedestrian areas may require wider POTs on advice of Council.</p> <p>Adjustment of footways to achieve between 1-2.5% cross fall from building line to top of kerb. All levels must be to Australian Height Datum (AHD).</p> <p>Building/development floor levels set to allow achievement of recommended footpath cross falls and a smooth transition between public and private land.</p> <p>Change of level treatments (steps, ramps) within the property line to meet footpath level design at all site entries as required. Localised adjustment of footpath levels to facilitate building entries or pedestrian or vehicular access requirements must occur within the building, not on the public way. Localised adjustment of longitudinal grades to suit building/development entries not permissible in the public domain.</p> <p>Proposed finished levels (contours and spot heights to AHD) for all elements in the public domain including kerbs and walls (top and bottom levels), fences, pit lids and services.</p> <p>Where existing footpath levels and gradients do not comply with city standards, footpath reconstruction will be required. Small variations to the standards due to latent site conditions may be accepted, subject to consideration by the Civil Assets Manager.</p>
Street Geometry	<p>Indicative new road alignments and location of traffic features (such as refuge islands, kerb blisters and pedestrian crossings) in the road carriageway.</p> <p>Intersections designed with priority for pedestrians wherever possible including consideration of minimum kerb radii, kerb extensions, raised thresholds, continuous thresholds, marked pedestrian crossings and signalised traffic lights.</p>
Kerbs and Gutters	<p>Kerb line is to be parallel to and 150mm above invert of gutter.</p> <p>The design levels for new kerb returns must include boundary, top of kerb and gutter levels at relevant chainages.</p>
Pavements	<p>Proposed adjustments to general footway gradients to accommodate new pedestrian ramps and driveways.</p> <p>Indicative access provisions and location of fixtures in accordance with Australian standards and Council requirements.</p> <p>Proposed pavement finishes to concept design standard.</p>
Ramps and Driveways	<p>Proposed adjustments to general footway gradients to accommodate new pedestrian ramps and vehicle crossings.</p> <p>Note: adjustment of levels at vehicle and pedestrian entrances to address flood planning levels (e.g. for property basements) is not permitted. Any such adjustments must occur within the building.</p>
Tree Pits	<p>Location and dimensions of tree pits. Council may advise species during assessment.</p>

ELEMENTS	DESIGN REQUIREMENTS
Services, Pit Lids and Permanent Survey Marks	Adjustment of existing and indicative location of new services, pit lids and permanent marks to suit required footpath longitudinal and cross-falls.
Lighting and Poles	<p>Identification of redundant and/or relocated poles in the footway.</p> <p>Indicative location and type of all new poles proposed in the footway.</p> <p>Indicative location of underground cables where the applicant is required to underground overhead power.</p>
Street Furniture, Signage and Structures.	<p>Identification of redundant and/or relocated fixtures and fittings in the footway.</p> <p>Indicative location of street furniture and signage in the footway.</p> <p>Proposed walls, fences, raised planter beds, awnings and any other structure in the public domain to concept design standard.</p>
Specialised Designs	In some cases, specialised work to the public domain is required due to the specific impact or technical complexities of a development or site. In such cases, a site specific scope of work and documentation will be required.
Encroachments	<p>Elements related to the private property must not encroach into the public domain. This includes steps, balustrades, handrails and Tactile Ground Surface Indicators (TGSIs).</p>
Setbacks	Setbacks and indentations between the building and property boundary line must be paved continuously with the footpath for visual consistency.

2.3.9 SUBMISSION REQUIREMENT

Table 2.4 Submission Requirements for the Public Domain Alignment Drawings

DRAWINGS	INFORMATION REQUIREMENTS	PREPARED BY	SUBMISSION FORMAT	MIN. SCALE
Layout Plans	<p>Running chainages along the footway at 10m intervals, extending 20m beyond the property boundaries to ensure that levels adjustments are transitioned smoothly into the existing public domain.</p> <p>Alignment and levels (existing and proposed) at top of kerb, gutter line invert, drainage gullies, property boundary, building line, and in the road carriageway as required (e.g. for road restorations or adjustments) at the regular 10m chainages shown on the plan. Include existing street names.</p> <p>Existing and proposed levels at all entries.</p> <p>Ground level building footprint, indicative uses and levels including locations of building entries and driveways (existing, proposed and redundant), windows, building setback areas, recesses, forecourts, awnings, building overhangs and basement carparks.</p> <p>Ideally, existing and proposed works should be overlaid on the same plan, rather than separated onto different plans. This helps Council staff understand how the existing and new works relate to each other.</p> <p>North point; title block showing the project address and the type of plan; correct drawing numbers, revision numbers and dates, accurate metric scale.</p> <p>Extent of proposed works.</p>	Qualified Civil Engineer and Landscape Architect	Three (3) copies of A1 drawings, and PDF format file to scale	1:200
Street Sections	<p>Indicative street sections taken through the ground floor building interior, footpath and kerb showing level changes and fixtures within the streetscape such as garden beds, walls, fences, awnings, handrails, street furniture, trees and the like.</p> <p>Location of sections should favour building entries.</p>	Qualified Landscape Architect		1:100

DRAWINGS	INFORMATION REQUIREMENTS	PREPARED BY	SUBMISSION FORMAT	MIN. SCALE
Cross Sections	<p>Cross sections taken through the footpath and road carriageway at the same regular chainage intervals as shown on the plan for all street frontages. Include existing and proposed alignments, levels and cross falls at the property boundary, top of kerb, base of kerb and carriageway centre line.</p> <p>Include sections through any road restorations.</p>	Qualified Civil Engineer	Three (3) copies of A1 drawings, and PDF format file to scale	Horizontal 1:100; Vertical 1:5
Longitudinal Sections	<p>Longitudinal sections taken through the property boundary and top of kerb showing existing and proposed alignments, levels and falls at the same regular 10m chainage intervals shown on the plan for all site frontages.</p> <p>Include existing and proposed levels at driveways, kerb ramps, building entries and the like. Extend beyond the development area as necessary to ensure a smooth transition to surrounding public domain areas.</p> <p>Where a redesign of kerb returns is required, a separate longitudinal section is to be provided and must include existing and proposed levels at the boundary, top of kerb, gutter invert and pram ramps at relevant chainages.</p>	Qualified Civil Engineer		Horizontal 1:200; Vertical 1:5

2.4 CONSTRUCTION CERTIFICATE (CC) SUBMISSION

2.4.1 REFERENCE DOCUMENTS

Applicants should refer to the following documents when the Public Domain Construction Drawings are being prepared.

- CoP Public Domain Guidelines (available on www.cityofparramatta.nsw.gov);
- CoP Design Standards (DS drawings available on request);
- Any relevant Voluntary Planning Agreement (VPA) requirements; and
- The conditions of DA consent.

2.4.2 PUBLIC DOMAIN CONSTRUCTION DRAWINGS

The Public Domain Construction Drawings package is a set of construction documentation which details the approved works shown on the Public Domain Alignment Drawings and any additional requirements stated in 2.4.1 Reference Documents above, in particular conditions of the DA consent. The drawings shall be based on an accurate survey plan showing proposed works and/or changes to roads, kerbs, gutters, footpaths, signage, lighting, street trees, nature strips and other public spaces. It will clearly show which elements are retained, protected, removed or replaced as well as all new work proposed to deliver a public domain in accordance with Council standards.

The drawings shall consist of plans, cross-sections, longitudinal sections and construction details.

2.4.3 PREPARATION

The Public Domain Construction Drawings must be prepared by a civil engineer and a landscape architect. Submissions must be approved by Council prior to the issue of Construction Certificate.

2.4.4 PURPOSE

The Public Domain Construction Drawings are required so Council can clearly understand what changes are proposed to the public domain and ensure that proposed work is properly co-ordinated to allow for assessed and approved.

2.4.5 TRIGGER

The Public Domain Construction Drawings are required to be prepared and approved by Council prior to the issue of Construction

Certificate (CC) for the developments listed in Section 2.3.5, and:

- As a condition of consent under a DA; or
- In association with a Voluntary Planning Agreement (VPA).

Council's Public Domain Team aims to provide feedback on Public Domain Construction Drawings in 2-3 weeks depending on the complexity of the project, integration with other approvals, the completeness of the submission information provided and Council's existing workload.

2.4.6 SCOPE

The Public Domain Construction Drawings should include all frontages of the development site or project area from the building line to the gutter showing the full scope of the work proposed. Any work proposed in the road carriageway must also be included such as footpath extensions, kerb and gutter works, or any road and drainage related work.

2.4.7 COORDINATION

The Public Domain Construction Drawings must be properly coordinated with other submissions required for all sites so that information on one plan does not contradict with other plans for the site. Ensure that all critical elements such as kerb alignments, building facade and levels, location of light poles and other fixtures, street trees and existing/proposed services and pits are shown in the same locations and with consistent materials on all plans across all sets.

Failure to ensure that all work and consultant submissions are coordinated can result in delays in approvals where Council must request additional information to clarify what is actually proposed.

2.4.8 DESIGN CONSIDERATION

Table 2.5 Design Considerations for Resolution in the Public Domain Construction Drawings

ELEMENTS	DESIGN REQUIREMENTS
Levels and Gradients	Levels, gradients and spot levels generally in accordance with the approved DA drawings and reflecting minor design changes and any DA consent conditions.
Street Geometry	New road alignments and levels to suit Council standards. Location and level of existing and proposed relevant road, drainage and traffic features including drainage gullies and inlets, refuge islands, traffic signals, kerb returns and blisters, chicanes, refuge islands and pedestrian crossings to suit Council standards.
Kerbs and Gutters	New, renovated and replaced sections of kerb and gutter shown in accordance with Council standards. The repair and realignment of stone kerb where required to provide uniform longitudinal grades and a vertical grade of 150mm above the gutter invert (unless otherwise advised by Council).

ELEMENTS	DESIGN REQUIREMENTS
Pavements	<p>Paving material, finish, sealant, set out and paving pattern including coordination at all junctions and integration with exiting pavement.</p> <p>Access provisions including path of travel and location and type of tactile surface indicators in accordance with relevant standard guidelines (AS1428.1 and DR04019) and the PCC Public Domain Guidelines.</p> <p>Heritage pavement components - specialised design consideration may be required to address heritage components in footpath paving. In such cases, a heritage review and site specific scope of work and documentation will be required.</p>
Ramps and Driveways	<p>Removal of redundant ramps and crossovers and reinstatement of kerb, gutter and footpath pavement.</p> <p>Provision of new pedestrian kerb ramps and vehicle crossings. (Note this includes providing additional ramps across the street to ensure a complete crossing).</p> <p>Adjustment of existing vehicle crossings and kerb ramps (to ensure 90 degree orientation to the roadway).</p> <p>Footpath construction, driveways and pedestrian kerb ramps must comply with Council standards.</p>
Services, Pit Lids and Permanent Survey Marks	<p>Location (and depth) of all existing above ground and underground services (as advised by Dial-Before-You-Dig).</p> <p>Proposed adjustments to level, orientation, and infill material for existing service pit covers to match adjacent paving finishes.</p> <p>New service pit covers - proposed location, alignment, level, size, type and infill material of all new service pit covers and other permanent markers to suit new ramps, driveways, unit paving set out and footway design levels.</p> <p>Location (accurate alignment and depth) of Council required conduits for future CCTV network connections.</p>
Lighting and Poles	<p>Provision and upgrade of street and pedestrian lighting to meet the lighting levels and types required by Council and Australian Standards. This may include removal or relocation of existing poles, installation of new poles, undergrounding or bundling of aerial cables, construction of conduits and the relocation of utilities, signage and services as required.</p>
Street Furniture, Signage and Structures	<p>Removal and/or relocation of existing fixtures and fittings including street furniture, directional and regulatory signage in accordance with Council standards.</p> <p>Reinstatement of any footway openings remaining following removal of redundant fixtures and fittings as necessary.</p> <p>Location, model, colour, finish and installation details and specifications as required for all proposed fixtures and fittings in the footway including directional and regulatory signage.</p>
Street Trees and Other Plantings	<p>Retention and protection of existing street tree and understorey planting unless otherwise approved by Council.</p> <p>Renovation of existing street tree bases and surrounds to meet City standard, or removal and making good of approved redundant street tree bases and surrounds.</p> <p>Refined plant schedule showing proposed new street trees and other planting including species (botanic and common names), locations, spacing, mature height, pot sizes and numbers</p> <p>Location, dimension and details of proposed tree pits and surrounds, mass planted garden beds and rain gardens including fixtures such as conduits and root barriers, and connections for drainage and irrigation (as advised by Council staff) all in accordance with Council standards.</p> <p>Note: locations for proposed trees should be coordinated with services locations to ensure tree pits can be accommodated in accordance with the City's standards.</p>

2.4.9 SUBMISSION REQUIREMENT

Table 2.6 Submission Requirements for the Public Domain Construction Drawings

DRAWINGS	INFORMATION REQUIREMENTS	PREPARED BY	SUBMISSION FORMAT	MIN. SCALE
Plans	<p>All new work proposed in the footway.</p> <p>Updated levels and alignment information to reflect design changes and DA consent conditions.</p> <p>Levels (existing and proposed) of all existing and new fixtures, fittings, structures and finishes within the footpath including service pits, drainage pits, tree pits, furniture and the like.</p> <p>North point; title block showing the project address and the type of plan; correct drawing numbers, revision numbers and dates.</p> <p>Extent of proposed works.</p>	Qualified Civil Engineer and Landscape Architect	Three (3) copies of A1 drawings, and PDF format file to scale	1:100
Cross sections	<p>Cross sections as for Alignment Submission adjusted to reflect any design or DA consent condition changes.</p> <p>Typical street sections</p> <p>Street sections (minimum 1 per frontage), showing the relationship between interior floor levels, footpaths, cross falls, street trees, fixtures and fittings, at each driveway and pedestrian entry or as required to describe the project.</p>	Qualified Civil Engineer and Landscape Architect		Horizontal 1:100; Vertical 1:5
Longitudinal sections	Longitudinal sections as for Alignment Submission adjusted to reflect any design or DA consent condition changes.	Qualified Civil Engineer		Horizontal 1:200; Vertical 1:5
Construction Details	<p>Details are to be drawn at scale 1:20 and be appropriate to the specific site conditions and to address all proposed changes in the public footway.</p> <p>Note: it is not acceptable to copy and paste the City's DS drawings without verifying to suit actual projects and site conditions.</p>	Qualified Civil Engineer and Landscape Architect		1:20

2.5 CONSTRUCTION PHASE

2.5.1 INSPECTIONS

A series of Council inspections will be required for all public domain projects the construction and defects periods. The Contractor or Site Manager shall contact Council's Civil Assets Inspector on **(02) 9806 8250** for each required inspection. At least **48-hours notice** must be given for all inspections.

The required Council inspections include the following and apply to all Council and privately certified projects.

- Commencement of public domain works including tree protection measures installed and set out of tree pits;
- Subgrade inspection following excavation for footings, drainage and pavements, tree pits showing root barriers, structural soil cell, sub-surface drainage and irrigation system as required;
- Installation of required underground conduits;
- Blinding layer / concrete slab base completion and initial (indicative) setout of pavers, street fixtures and fittings as applicable to ensure compliance with the requirements of the guidelines;
- Delivery of street trees to site. Trees shall be installed within 24hrs of delivery. Council Officer to inspect street trees on site prior to their installation;
- Final defects inspection after all work has been completed to view paving sealant, tactile surface indicators, service lids, nature strip/vegetation and location of fixtures and fittings

Additional daily inspections by Council officers may occur to view progressive paving set out and construction depending on the project size and type.

Where a land dedication (e.g laneway, pedestrian link) is proposed in the development, refer to conditions of consent on a project by project basis.

2.5.2 DEFECTS

Any defects raised by Council officers during the above construction and defects period inspections will be notified in writing. Defects may include incorrect location of elements, unsatisfactory construction techniques or finishes, or any other noncompliance with the approved plans and specifications or the Public Domain Guidelines.

All defects raised by Council's officer during the contractual construction period or defects liability period need to be rectified prior to and signed off at the final inspection by Council's Officers in order to achieve any issue of Occupation Certification. This applies to both Council and privately certified projects.

2.6 OCCUPATION CERTIFICATE (OC) & FINAL SIGN OFF

Prepare and submit to Council Works-as-Executed (as-built) plans to scale showing the approved constructed public domain works.

A final Council sign-off for the completed public domain works, including defects rectification, will be given once the Works-as-Executed drawings are submitted to, and accepted by, Council.

No issue of any Occupation Certificate (including a preliminary OC) can be issued by Council Officers or Private Certifiers without the final public domain works sign-off.

Private Certifiers are not permitted to sign off on any public domain works.