

FORM

As Constructed Submission Checklist



Council's development approval number: OW /...../.....

Address of Development:

PART 1 Approved Engineering Drawings

A full set of Approved engineering drawings must be supplied and satisfy all conditions of the Op Works Approval requiring amendments as follows:

- | | |
|---|--------------------------|
| 1.1. Prepared in accordance with Section 5.4.1 & 5.6 of Planning Scheme Policy 5 - Infrastructure; | <input type="checkbox"/> |
| 1.2. Certified and signed as 'As Constructed'; | <input type="checkbox"/> |
| 1.3. Certification text in accordance with Figure 5.6.2.1; (contained within this kit) | <input type="checkbox"/> |
| 1.4. Latest revision number and revision name 'As Constructed' is shown in the title block; | <input type="checkbox"/> |
| 1.5. The Operational Works Number must be shown on each As Constructed Drawing and the As Constructed pavement profile must be shown on road cross sectional drawings; | <input type="checkbox"/> |
| 1.6. Show north point; and | <input type="checkbox"/> |
| 1.7. Be amended with surveyed As Constructed values beyond approved tolerance and the design values to be denoted by a strikethrough line with the As Constructed values (in red) noted nearby. | <input type="checkbox"/> |

PART 2 As Constructed Standard Drawings

Provide A3 PDF files (Drawn in 1:500 scale) of the following:-

- | | |
|---|--------------------------|
| 2.1. Std.Dwg 8-00193 format for sewerage reticulation; | <input type="checkbox"/> |
| 2.2. Std.Dwg 8-00193 format for sewerage reticulation; | <input type="checkbox"/> |
| 2.3. Std.Dwg 8-00194 format for water reticulation; | <input type="checkbox"/> |
| 2.4. Std.Dwg 8-00409 format for roof water reticulation; | <input type="checkbox"/> |
| 2.5. Std Dwg 8-00410 format for stormwater; and | <input type="checkbox"/> |
| 2.6. Each drawing is to contain surveyor certification in accordance with Figure 5.6.2.1. | <input type="checkbox"/> |

PART 3 Electronic Copy

- | | |
|--|--------------------------|
| 3.1. Completed certification text in accordance with Figure 5.6.2.1 included in the text of the email. (This can be found on the last page below). | <input type="checkbox"/> |
| 3.2. Files of ALL drawings, documents and certifications described in parts 1 and 2 of this checklist including | |
| 3.2.1. AutoCAD 2014 (or older) format in MGA (Zone 56) co-ordinates on the GDA 94 datum; | <input type="checkbox"/> |
| 3.2.2. in PDF format, saved in A3 size with certification signed and dated; and | <input type="checkbox"/> |
| 3.2.3. XML format compliant with the current version of the ADAC schema for Roadworks and Stormwater. | <input type="checkbox"/> |

Logan City Council

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- | | |
|--|--------------------------|
| 3.3 Sewer and water reticulation to be presented in accordance with the SEQ D&C Code. | <input type="checkbox"/> |
| 3.3.1. AutoCAD 2014 (or older) format in MGA (Zone 56) co-ordinates on the GDA 94 datum; and | <input type="checkbox"/> |
| 3.3.2. XML format compliant with the current version of the ADAC schema. | <input type="checkbox"/> |
| 3.3.3. Show all easements required on the As Constructed Drawings (Civil and Survey) | <input type="checkbox"/> |
| 3.4 PDF image of the Cover Letter, completed and signed Statement of Compliance (Figure 5.6.1.1), Summary of final package of As Constructed information for submission (As Constructed Information - Table 5.9.1), and any required Certifications (contained as part of this kit). | <input type="checkbox"/> |

NOTE: As Constructed Drawings are to show only what has been constructed. E.G. If a sewer has been diverted the obsolete line should not be shown and all drawings and PDF Documents are to be presented unlocked and unsecured.

FURTHER NOTE: For early Plan Sealing or connection, email or upload in accordance with Council instructions, a copy of all Water and Sewer Infrastructure Drawings including Certifications, Test Results and XML files, will be accepted for Partial (Plan Sealing and connection) Approvals only. This information is required to be included in the final As Constructed submission.

PART 4 Extra Information

- | | |
|---|--------------------------|
| Defined flood line | |
| 4.1. Defined flood line for regional flood plains or local overland flow paths is to be clearly shown on earthworks drawings and certified by a Registered Surveyor. | <input type="checkbox"/> |
| Test results | |
| Please note that: | |
| 4.2. All relevant test results are to be prepared and submitted in accordance with SEQ D&C Code and PSP5 – Infrastructure. | <input type="checkbox"/> |
| 4.3. Prior to As Constructed approval, applications must be lodged and fees must be paid for sewerage and water connections to Water Business Operations Branch. | <input type="checkbox"/> |
| 4.4. Upon As Constructed approval (if applicable), a water quality test result (not older than 7 days from the date samples are taken) must be submitted to the relevant Technical Officer & OWConnections@logan.qld.gov.au | <input type="checkbox"/> |
| 4.5. Connections to live mains will not be made without all relevant test results. | <input type="checkbox"/> |
| Extra information | |
| 4.6. Confirm that all Operational Works Conditions have been read and addressed (where appropriate) in the As Constructed submission; | <input type="checkbox"/> |
| 4.7. Provide Covering Letter detailing what is being submitted and purpose of submission including request for On Maintenance. | <input type="checkbox"/> |
| 4.8. Please note if the initial submission does not comply, a compliance checking fee will be incurred after one resubmission for further resubmissions. | <input type="checkbox"/> |

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Statement of Compliance (extracted from PSP 5 figure 5.6.1.1)

Drawing No.	Compliance	Short description of non-compliance
	Yes / No*	
	Yes / No*	
	Yes / No*	
	Yes / No*	
	Yes / No*	
	Yes / No*	
	Yes / No*	
	Yes / No*	
	Yes / No*	
	Yes / No*	
	Yes / No*	
	Yes / No*	

Development application number: _____

Consultant: _____

I certify that the following as constructed drawings submitted herewith have been prepared, checked/amended* in accordance with the requirements of Planning Scheme Policy No. 5 (Infrastructure). Those aspects of the as constructed drawings which do not comply with the requirements of Planning Scheme Policy No. 5 (Infrastructure) are listed above.

Consultant:

RPEQ No./CPEng Membership No*: _____

Signature: _____ Date: _____

**Delete whichever does not apply*

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Summary of final package of as-constructed information for submission

REQUIREMENT	FORM OF SUBMISSION
As-Constructed Drawings	A3 size PDFs (Drawn in 1:500 scale on A1) in accordance with parts 2 and 3 of the As Constructed Checklist.
	AutoCAD .dwg version 2014-2009
	Certified As Constructed A3 PDFs of the original design drawings with changes marked in red and saved as individual documents
ADAC data file	ADAC compliant schema .dwg and .xml formats for all donated assets
As-Constructed Documentation	As per PSP 5.6.5 and 5.8
Maintenance / Operations Manuals	.PDF format
Certification	Figure 5.6.2.1
Statement of Compliance	Figure 5.6.1.1
Video/CCTV	WINCAM, DVD-ROM or MPEG 4
Photos	Electronically - in Microsoft/Adobe compatible format and of reasonable size (>4MB <10MB)

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As Constructed Submission Checklist



As Constructed Certification (extracted from PSP 5 figure 5.6.2.1)

Consulting Engineer's Certification:

I, hereby certify that the As Constructed information shown on the **plans contained in this electronic submission** is a true and correct record of the sizes, types, materials, classes etc., and it corresponds with the relevant approved Engineering Drawings.

Signed..... RPEQ No..... Dated.....

Registered Surveyor's Certification:

I, hereby certify that the horizontal and vertical locations, and dimensions shown in the **plans contained in this electronic submission** are a true and correct record of the As Constructed information.

Signed Reg. No..... Dated

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Introduction

In the interests of convenience and sustainability, Council encourages the electronic lodgement of As Constructed packages relating to development applications.

Submissions and resubmissions of As Constructed data are invited through online file sharing, rather than using certified CDs. For development applications with attachments less than 30MB, email may be used.

Other requirements relating to submissions and contents remain unchanged (see [As Constructed Submission Checklist](#)). The application will be processed upon successful lodgement. If there are any issues with the submission, a Council officer will contact the relevant consulting engineer.

Large applications (attachments > 30MB)

1

- When the Consulting Engineer is ready to submit documentation for As Constructed approval, email DAOpworks@logan.qld.gov.au to request an online submission link for the development, including the Operational Works number and address in the email.

2

- Upload all required As Constructed documentation to the online file sharing folder, using the link provided by Council
 - i) Ensure that all submission documentation is appropriately separated (e.g. separate files for civil drawings, survey drawings, ADAC, pressure tests etc.)
 - ii) Do not lock or secure any files (e.g. no password protection).

3

- Email DAOpworks@logan.qld.gov.au to notify Council of the completed upload, including the following information in the body of the email:
 - i) application details (OW number, address, stage etc.);
 - ii) first point of contact details;
 - iii) type of application (e.g. partial, balance, or full submission); and
 - iv) summary of submission contents, so that Council may check that everything has been received.

Small applications (attachments < 30MB)

As an alternative to the online file sharing submission process, As Constructed documentation for development applications with attachments less than 30MB in total can be submitted by emailing DAOpworks@logan.qld.gov.au, ensuring the body of the email includes the following information:

- Application details (OW number, address, stage, etc.);
- Point of contact (name, position, phone, email);
- Type of application (partial, balance, or full submission); and
- A summary of the submitted content (so that Council may check that everything has been received successfully).

FACT SHEET

Submission of As-Constructed Data



Frequently Asked Questions

The information below is provided to assist with electronic submissions. If further help is required, please contact Council using the details in the footer of this document.

Question	Response
1. Will As Constructed applications be processed faster if I lodge them electronically?	Assessment timeframes for As Constructed packages remain unchanged, however electronic submission allows more immediate access to the content, which improves efficiency and convenience for all parties.
2. Do all applications require ADAC files to be submitted?	Yes, regardless of their size, all applications require compliant ADAC files to be submitted for donated assets.
3. How is documentation resubmitted (for re-assessment) following Council non-approval?	Revised documentation can be uploaded using the link previously provided by Council. Please ensure Council is notified via email, or through contacting the relevant Technical Officer.
4. What do I do if I have lost the online link, or it does not work or appears to have expired?	Please contact Council via email (DAOpWorks@logan.qld.gov.au) or phone (07 3412 5269) for assistance and/or to request a new link.
5. Who will be contacted upon approval (or non-approval) or the package?	Council will email the relevant consulting engineer advising of the approval or non-approval, within the relevant assessment timeframe (15 business days).
6. Who is the primary Council contact for As Constructed documentation?	The Technical Officer allocated to the development should be contacted for all As Constructed queries and concerns. If you do not know who this is, please email DAOpWorks@logan.qld.gov.au , including the application number and address in your email to allow Council to direct it to the right person.
7. How can CCTV be uploaded, given the size of the files?	Depending on the available internet link and the file size, CCTV or other rich media files can be uploaded using the online submission link.

Further information

For further information:

- visit Council's [Planning & Development webpage](#);
- contact Council using the details provided in the footer of this Fact Sheet; or
- visit the Planning, Building and Plumbing counter at 150 Wembley Road Logan Central; opening hours and directions are available on Council's [website](#).

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