

Civil Engineering Works: Pre-start Meetings

This guideline has been developed to provide applicants with an outline of how to best prepare for and achieve a productive pre-start meeting with Council. The pre-start meeting provides an opportunity to discuss any potential issues or to note any other inspections and approvals that may be required prior to the approved construction works commencing on site, leading to better development outcomes for all.

There may be instances where advice or further approvals and permits are required from other areas in Council. To find this information, including which area to contact and contact details, refer to Council's [website](#).

Pre-start Meetings:

A pre-start meeting request can be submitted by completing an [online form](#) via Council's [website](#). Council currently offers 2 pre-start meeting services:

- **Combined pre-start meeting:** A meeting involving a range of discipline specific Council representatives regarding several approval conditions; or
- **Separate pre-start meeting:** A meeting involving a Council representative from one specialist area only (e.g. ecology) to discuss matters and conditions related to that specific discipline.

The following checklist items must be completed or be available out on the development site prior to Council officers attending the inspection/ meeting:

- Development approval (DA) package (DA approval conditions and approved plans)
- Operational Works/ Compliance Assessment approved plans and approval conditions
- Evidence of compliance with development approval conditions in line with the timing requirements (*Note: each condition stipulates the timing in which the activity is to occur*)
- Public liability insurance \$20 million
- Approved Design/Operational Works/Compliance Assessment plans
- Roadway or footway closure permits (if applicable)
- Address any impacts external to the site as a result of the development. E.g. any limitations to truck and contractors accessing residential minor streets; or impacts to neighbouring uses such as schools. Refer approved construction management plans for details.
- Compliance and inspection fees paid (*Note: if you are unsure if the fees have been paid, please engage with the owner of the development site to confirm this. You will be required to obtain evidence of fee payment*).

It is a requirement that the applicant's Principal Engineering Consultant and Principal Contractor attends the pre-start site meeting.

Pre-start meeting discussion preparation:

1. Photographic Record/ Dilapidation Report:

Before the commencement of any works, it is recommended that the Consultant and/or Contractor take photos of all adjoining fences, driveways, landscaped areas, overland flow paths, and pre-existing drainage infrastructure. This information can be used as evidence against claims for damages.

2. Permits/Owner Permissions:

- All necessary permit approvals must be in place prior to commencement of works on site including approval to work on roads and footways. Visit Council's [website](#) for more information.



- Applicant is to liaise directly with both internal and external service providers.
- Written permission must be obtained from the owners of properties or infrastructure upon which works are to be undertaken.
- Restoration is to be to the satisfaction of the property or infrastructure owner.
- Any proposed street tree removal will require approval and a work order for Council to remove the tree.

3. Traffic Management Plan:

- It is strongly recommended that a Traffic Management Plan be prepared for most sites to address impacts to pedestrians and vehicles throughout the different construction phases.
- A Pedestrian Management Plan will be required if the development proposes any full or partial closures to the site frontage/s.
- Prior to submitting the pre-start meeting request and commencing works, obtain temporary road closure approvals (where temporary road closure is required) from Council's Transport Planning and Operations (TPO) as well as Police/Emergency Services. The Traffic Management Plan should accompany the request to Congestion Reduction Unit (CRU).
- The Consultant is to ensure that the construction signage is adequate.

4. Services:

- Utilities Services are to be located within their allocated corridors as per Brisbane Standard Drawing (BSD) number [BSD-1013](#) and [BSD-1015](#).
- Obtain correspondence from relevant utility owner/s supporting non-standard alignments and submit to Council for review and approval.

5. Design changes:

- Minor design changes, including material changes, must be approved by Council's Engineering Compliance team. Changes must be suitably justified in writing and supported by plans/sketches and certified by a Registered Professional Engineer of Queensland (RPEQ). This can be requested by emailing DA-ComplianceEngineering@brisbane.qld.gov.au.
- Major design changes will require resubmission of the operational works/compliance assessments.
- Any changes resulting in works within tree/environmental protection areas must be agreed to by Council's Development Services Ecologist team. Any alterations to street trees on Council controlled land or assets is to be confirmed by Council's Program Planning and Integration. Refer to Council's [website](#) for a list of contacts.

Further information

Brisbane City Council's emergency after hours number is 07 3403 8888.

For a comprehensive list of Council's requirements for developments, consultants and contractors, refer to the development approval conditions, Council's Planning Scheme and Policies, and relevant Australian or Council Standards.

For more information about development construction and auditing procedures and requirements refer to the following Council publications or contact Council on 07 3403 8888:

- [Infrastructure Installation and Construction Requirements Manual](#)
- [Reference Specifications for Civil Engineering Work](#)
- [Brisbane Standard Drawings](#)
- [Infrastructure Design Planning Scheme Policy](#)

Disclaimer: The content of this document has been developed to provide general advice and information on pre-start meetings. Brisbane City Council expressly disclaims all liability for errors and omissions of any kind whatsoever whether negligent or otherwise for any lost, damage, injury or other consequences that may arise from reliance on this publication.