Pre-construction minor works approval

Application and all supporting information must be submitted to the environmental management representative (if applicable) or the Transport Rail Development and Delivery’s Environment and Sustainability Representative at least 10 business days before the planned dates of minor works.

[Unless otherwise agreed by Transport Director Environment & Sustainability, this form is to be used only for Rail Development and Delivery projects, where ALL of the following have been met:

* works are not deemed construction works (see definition)
* the works are covered by a planning approval
* all pre-construction requirements (as set out in contractual documents and planning approvals) have not been met

This form is intended to capture the mitigation measures that will be implemented prior to all pre-construction requirements being met]

[Remove grey-shaded guidance text in brackets before submitting].

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| Details |
| Project name: |
| Reference number: [For example PWMA001/PWMA002 or DeskSite/Teambinder Doc reference] | Document control: [For Example Rev A] |
| Contractor:  |  |
| Description of proposed minor works[Describe proposed works including ancillary activities, working hours, machinery, staffing levels, impacts on utilities/authorities, wastes generated or hazardous substances/dangerous goods used.]  |
| Commencement date:  | End date:  | Duration:  |
| Site descriptionProvide a description of the site on which the proposed works are to be carried out, including Lot and Deposited Plan details, where available. Identify the local government area(s) within which the site/project is situated and any sensitive environmental areas and community receptors.] |
| Compliance with relevant planning approval[List the documentation and relevant conditions/definitions with respect to pre-construction works. Identify how the proposed works are consistent with the relevant conditions/definitions.] |
| Potential environmental impacts and mitigation measures[Identify any potential environmental impacts of the proposed works including cumulative impacts. Where any impacts or potential impacts have been identified, include what mitigation measures will be implemented to mitigate these impacts] |
| Documentation [relevant documents to be attached]Minor works are to be carried out, and environmental impacts managed, in accordance with the following documents: [e.g., environmental management plan, environmental controls map, method statement]: |
| Community notificationHas appropriate advance notification been provided to the community in accordance with the planning approval/Environment Protection Licence/contract/Infrastructure and Place requirements (where applicable)? [ ]  Yes [ ]  No[If yes, provide details of when and how community was notified (attach relevant documents)][If no, provide justification as to why community notification has not been undertaken.]  |
| Contractor’s Environmental / Community Contact for these worksNominate the contact person(s) with regard to the environmental / community management of these works:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | Insert name | Position: | Insert position | Phone: | 04XX XXX XXX |
| Name: | Insert name | Position: | Insert position | Phone: | 04XX XXX XXX |

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| Requested by (Applicant): |
| It is recommended that Transport for NSW approve the above request to undertake work as pre-construction minor work as mentioned above. |
| Name of requestor: | Insert name |
| Position and company: | Insert position and company | Date | DD/MM/20XX |

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| Approval |
| Supported by: |
| May be supported by environmental management representative (if applicable) or Transport Environment and Sustainability Representative (as defined).I am satisfied that the proposed works will have minimal environmental impact and can be undertaken as pre-construction minor works in accordance with the planning approval. |
| Name of supporter: | Insert name | Insert Signature |
| Position: | Position | Date: | DD/MM/20XX |
| Comments / recommendations |  |
| Approved by: |
| May be approved by the Director Environment & Sustainability or Senior Manager Environment & Sustainability |
| Approved by: | Insert name | Insert Signature |
| Position: | Senior Manager Environment & Sustainability / Director Environment & Sustainability | Date: | DD/MM/20XX |
| Conditions of Approval: |

Copy to Project Manager, Senior Environment and Sustainability Officer, Environmental Management Representative (if applicable) and Community and Place representative.

# Definitions

| Term | Definition |
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| Construction | Includes all work, other than survey, acquisitions, fencing, investigative drilling or excavation, building/road dilapidation surveys, or other activities determined by the Transport Director Environment & Sustainability (DES) or delegate to have minimal environmental impact such as minor access roads, minor adjustments to services/utilities, establishing temporary construction compounds (in accordance with the planning approval/exemption), or minor clearing (except where threatened species, populations or ecological communities would be affected, unless otherwise agreed by the DES or delegate). |
| EMR | Environmental Management Representative (Approval under Division 5.1 of the *EP&A Act*), Environmental Representative (Approval under Division 5.2 of the *EP&A Act*). For the purposes of this document, these terms may be used interchangeably. |
| Transport Rail Development and Delivery Environment and Sustainability Representative | This includes:* Environment and Sustainability Officer
* Senior Environment and Sustainability Officer
* Environment and Sustainability Manager
* Senior Manager Environment and Sustainability

Within Rail Development and Delivery Projects. |
| Transport | Transport for NSW  |