



Asset Acceptance

GENERAL ADVISORY NOTICE GAN 04

Title: Early Works Approval

Background:

Asset Acceptance receives many requests for approval of early works and in some cases the process is understood but in others it is not so clear. The intention of this Advisory Notice is to provide a broader understanding of the process and to support Industry in achieving approval in a timely manner. The process and the contents of this notice have been discussed at several industry forums including the major joint forum held in August 2015. The comments that were received have been incorporated.

“Early works approvals” are approvals from Asset Acceptance TAMS (AA) to commence preliminary construction activities of demolition, clearing and grubbing and earth works, prior to formally obtaining the ‘Certificate of Design Acceptance’ from the AA. This approval excludes construction of any permanent infrastructure on-site or off-site.

The Early Works Approval may be requested if there is a need to commence these preliminary construction activities after obtaining a Notice of Decision. These approvals are issued by TAMS Asset Acceptance and the normal approval time is 10 working days.

As Asset Acceptance is transitioning to electronic submissions the preferred method of lodging these submissions is by utilising the Project Wise. If you currently don't have access to Project Wise, your submission in hardcopy and USB or CD (must be at least one of these electronic formats) can be lodged at the reception of Macarthur House and be addressed as follows:

Senior Manager, TAMS Asset Acceptance
Level 2, Macarthur House
12 Wattle Street
Lyneham ACT 2602

The advice below provides information about the Early Works approval submission requirements and process that is to be followed.

Industry is encouraged to contact Asset Acceptance by phone or email early if more assistance is needed with this topic.

Advice:

Infill developments

Infill developments in this instance refer to all infill land developments with the exception of Estate Development works under an Estate Development Plan.

The request for Early Works Approval must include the following elements;

- Cover letter from the Developer or his/her agent requesting the approval,
- Copy of the Notice of decision,
- Landscape Management Protection Plan,
- Dilapidation Report,
- Temporary Traffic Management Plan,
- Waste management Plan if waste generated is greater than 20 cubic meters,
- Extent of works,
- Acknowledgment of charges as per “Fees and charges guideline to the industry” clause 7.1 Staged submissions, fee 5,
- Invoice information including;
 - o Full name and address of the entity to be invoiced, and
 - o Name, phone number and email address of a contact person.

Estate developments Early Works

The request for Early Works Approval must be lodged as a part of the Design Acceptance submission and must include:

- Cover letter from the developer or his/her agent requesting the approval. The letter should clearly articulate the contact details of the developer and the capacity in which the person is making the request either as developer or the agent,
- Copy of Notice of Decision
- Extent of works,
- Acknowledgment of charges as per “Fees and charges guideline to the industry” clause 7.1 Staged submissions, fee 5,
- Invoice information including;
 - o Full name and address of the entity to be invoiced, and
 - o Name, phone number and email address of a contact person.

Administrative Arrangement

This Technical Direction will take effect from date of endorsement by the Director.

Prepared by:


Signature

Gabriel Joseph

Senior Manager Asset Acceptance

Date: 26/05/2016

Authorised by:


Signature

David Roulston

Director Asset Information and
Management Services

Date: 06/06/2016