

FORM: As-constructed Submission Checklist

Use this form to check what information you need to include when submitting your As-constructed information to Council for checking and acceptance, when the works are finalised. To learn more visit [Works and specifications](#) on Council's website.

Section 1: The Property

Operational Works application number	
Address	
Estate name and stage number (if applicable)	Estate Name: Stage Number:

Section 2: Approved Engineering Drawings

No	Description	(✓)
A full set of approved engineering drawings must be supplied and satisfy all conditions of the Operational Works approval requiring amendments as follows:		
1	Prepared in accordance with Sections 5.4.1 and 5.6 of Planning Scheme Policy 5 – Infrastructure.	<input type="checkbox"/>
2	Certified and signed as 'As-constructed'.	<input type="checkbox"/>
3	Certification text in accordance with Figure 5.6.2.1 of Planning Scheme Policy 5 – Infrastructure (contained within Section 8 of this form).	<input type="checkbox"/>
4	Latest revision number and revision name 'As-constructed' is shown in the title block.	<input type="checkbox"/>

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No	Description	(✓)
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"/>
6	Show north point.	<input type="checkbox"/>
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"/>

Section 3: As-constructed Standard Drawings

No	Description	(✓)
Provide A3 PDF files (Drawn in 1:500 scale) of the following:		
1	Standard Drawing 8-00193 format for sewerage reticulation.	<input type="checkbox"/>
2	Standard Drawing 8-00194 format for water reticulation.	<input type="checkbox"/>
3	Standard Drawing 8-00409 format for roof water reticulation.	<input type="checkbox"/>
4	Standard Drawing 8-00410 format for stormwater.	<input type="checkbox"/>
5	Each drawing is to contain surveyor certification in accordance with Figure 5.6.2.1 of Planning Scheme Policy 5 – Infrastructure (contained within Section 8 of this form).	<input type="checkbox"/>

Section 4: Electronic Copy

No	Description	(✓)
1	Completed certification text in accordance with Figure 5.6.2.1 of Planning Scheme Policy 5 – Infrastructure (contained within Section 8 of this form) included in the text of the email.	<input type="checkbox"/>
2	Files of ALL drawings, documents and certifications described in Section 2 and Section 3 of this checklist including: <ul style="list-style-type: none"> • AutoCAD 2014 (or older) format in MGA (Zone 56) co-ordinates on the GDA 94 datum; • in PDF format, saved in A3 size with certification signed and dated; and • XML format compliant with the current version of the ADAC schema for Roadworks and Stormwater. 	<input type="checkbox"/> <input type="checkbox"/>
3	Sewer and water reticulation to be presented in accordance with the SEQ D&C Code. <ul style="list-style-type: none"> • AutoCAD 2014 (or older) format in MGA (Zone 56) co-ordinates on the GDA 94 datum; and • XML format compliant with the current version of the ADAC schema. • Show all easements required on the As Constructed Drawings (Civil and Survey). 	
4	PDF image of the Cover Letter, completed and signed Statement of Compliance (Figure 5.6.1.1 of Planning Scheme Policy 5 – Infrastructure), Summary of final package of As-constructed information for submission (As-constructed Information - Table 5.9.1 of Planning Scheme Policy 5 - Infrastructure), and any required Certifications (contained as part of this checklist).	

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.

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.

Section 5: Extra Information

No	Description	(✓)
Defined Flood Line		
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		
2	All relevant test results are to be prepared and submitted in accordance with SEQ D&C Code and Planning Scheme Policy 5 – Infrastructure . All test results are not to be locked by electronic signature for ease of Council assessment.	<input type="checkbox"/>
3	Prior to As-constructed approval, applications must be lodged and fees must be paid for sewerage and water connections to the Water Business Operations Branch.	<input type="checkbox"/>
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 and OWConnections@logan.qld.gov.au .	<input type="checkbox"/>
5	Connections to live mains will not be made without all relevant test results.	<input type="checkbox"/>
Extra Information		
1	Confirm that all Operational Works Conditions have been read and addressed (where appropriate) in the As-constructed submission;	<input type="checkbox"/>
2	Provide Covering Letter detailing what is being submitted and purpose of submission including request for On Maintenance.	<input type="checkbox"/>
3	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"/>

Section 6: Statement of Compliance (extracted from Planning Scheme Policy 5 - Infrastructure Figure 5.6.1.1)

Drawing No.	Compliance		Short Description of Non-compliance
	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Application number			
Declaration	<input type="checkbox"/> I certify that the following As-constructed drawings submitted herewith have been prepared, checked/amended* in accordance with the requirements of Planning Scheme Policy 5 – Infrastructure. Those aspects of the as constructed drawings which do not comply with the requirements of Planning Scheme Policy 5 – Infrastructure are listed above.		

Consultant	
RPEQ No. / CPEng Membership No.	RPEQ No. OR CPEng Membership No.
Signature	
Date	

Section 7: 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 Planning Scheme Policy 5 – Infrastructure, sections 5.6.5 and 5.8 .
Maintenance / Operations Manuals	.PDF format.
Certification	Planning Scheme Policy 5 – Infrastructure Figure 5.6.2.1 .
Statement of Compliance	Planning Scheme Policy 5 – Infrastructure Figure 5.6.1.1 .

Requirement	Form of Submission
Video/CCTV	WINCAM or MPEG 4.
Photos	Electronically - in Microsoft/Adobe compatible format and of reasonable size (>4MB <10MB).

Section 8: As-constructed Certification (extracted from Planning Scheme Policy 5 – Infrastructure 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.
Signature	
RPEQ No.	
Date	
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.
Signature	
Reg. No.	
Date	

FACT SHEET:

Submission of As-constructed Data

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 the 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 development@logan.qld.gov.au (and the relevant technical officer) 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.
 - Ensure that all submission documentation is appropriately separated (e.g. separate files for civil drawings, survey drawings, ADAC, pressure tests etc.)
 - Do not lock or secure any files (e.g. no password protection).

3

- Email development@logan.qld.gov.au (and the relevant technical officer) to notify Council of the completed upload, including the following information in the body of the email:
 - application details (OW number, address, stage etc.);
 - first point of contact details;
 - type of application (e.g. partial, balance, or full submission); and
 - 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).

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?	Any development that creates equal to or less than fifty (50) metres of water supply, sewerage or stormwater infrastructure and creates less than five (5) lots will not be required to submit ADAC files.
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, 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).

Question	Response
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.

More 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](#).