

OFFICIAL



CONSTRUCTION GUIDE TO BEST PRACTICE

2024–2025

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GETTING STARTED

Register your project

If you are planning on renovating, extending or refreshing your place, your lease requires you to notify the Alpine Resorts Victoria (Mount Buller and Mount Stirling Alpine Resorts). You can do this by registering your project on [Green Season Construction Register \(snapforms.com.au\)](https://snapforms.com.au)

Registering your project ensures that you will receive early notification of planned road closures, traffic management, major events, utility interruptions and severe weather warnings.

It also means that if there is an emergency event we will be able to provide you and your contractors with additional support and guidance to stay safe and plan appropriately.

Sign-up for stakeholder notices [here](#) to keep up to date with what's happening and receive the community newsletter.

Planning permits

The Department of Transport (DTP) is the Planning Authority. The Planning Authority is responsible for assessing planning applications, issuing planning permits and monitoring and enforcing non-compliance.

You may need a planning permit if you are painting, renovating or extending your building. Permits are usually required for trimming, pruning or removing a tree or vegetation.

Contact DTP on 1800 789 386 or by email at Development.Approvals@transport.vic.gov.au to check whether you need a Planning Permit. If you need a Planning Permit, DTP provides free pre-application meetings to help you.

ARV also has an inhouse Statutory Planner who can assist with planning queries planning@alpineresorts.vic.gov.au

Building permits

You may need a Building Permit if you are undertaking renovation or building works. If you don't know whether a Building Permit is needed, you should contact an Independent Building Surveyor for advice.

If you require assistance or advice regarding whether a building permit is required, please reach out to the Municipal Building Surveyor mbs.mtbuller@alpineresorts.vic.gov.au

Alpine Resorts Victoria does not provide Building Surveyor services. Alpine Resorts Victoria is the statutory repository for Building Permit documentation such as permits and occupancy certificates.

Please remind your Building Surveyor to provide this information to the relevant resort – otherwise we may not be able to provide you copies when you need them.

Construction induction

Alpine Resorts Victoria can provide your Builder and tradespeople with an on-site induction at the start of your project. The induction covers the information in these guidelines and gives your team a chance to clarify requirements and ask questions.

We can also share information specific to your site like site boundary maps and information about nearby projects. To arrange an induction, please email property@alpineresorts.vic.gov.au

YOUR CONTRACTORS

Contractor management

You are responsible for the actions of your Builder and tradespeople. Please make sure your Builder and tradespeople receive a copy of these guidelines. You are responsible for the actions of your builder and tradespeople. Make sure they have copies of:

- Planning Permit & SEMP (if applicable)

- Building Permit (if applicable)
- The Resort Construction Guide to Best Practice

Reporting incidents

You must ensure that environmental incidents such as spills, leaks, sediment run-off or vegetation damage are reported to Alpine Resorts Victoria immediately. We can assist you to manage these incidents and protect our environment.

The Alpine Resorts Victoria would also like to be advised of any notifiable incidents under Work Health Safety legislation, such as serious workplace accidents and plant roll-overs.

ONSITE WORKS

Geotechnical

Landslides do occur in the Resort, which is why a Preliminary Geotechnical Report is required for all construction, demolition and excavation works. The Geotechnical report provides critical information on managing risks at your site. Your Planning Permit will require compliance with all report recommendations. Make sure your building and tradespeople receive a copy of the report and comply with it.

If signs of land instability are observed, cease work immediately and contact 000 if it's an emergency or Resort Management. Early warning signs include trees tilting, breaks in the ground, cracks or displacement of walls, roads or paths.

Before You Dig

Before You Dig is a FREE service providing information about underground essential services infrastructure. Call 1100 during business hours or submit your enquiry online 24/7 at [here](#).

Your BYD report will provide information about known underground infrastructure, however care should always be taken when excavating.

Prrio to ANY excavation, please refer to the **No Go Zones for Excavation** [here](#)

Remember your neighbours

Mt Buller is a year-round community with a number of permanent residents. We encourage you to let your neighbours know about your project, no matter the size.

Whilst undertaking works, please keep in mind your neighbours and our Resort visitors that come here to enjoy our unique environment and events.

Vehicles & traffic management

Resort permission is required for any full or part road closure. Please provide us with as much notice as possible, so that we can check with other sites to minimise impacts across the Village via the link [here](#)

You will be responsible for traffic management, in accordance with your approved Traffic Management Plan. Resort permission is required to use access trails or areas outside your site boundary.

Try to reduce the number of trades vehicles in the Village during events, as available public parking is limited.

Construction vehicles and equipment should be parked clear of hydrants, electricity substations and rubbish huts and on hardstand areas, wherever possible to reduce environmental impacts.

BUSHFIRES & EMERGENCIES

Weather conditions

Weather conditions can deteriorate quickly in alpine areas - lightning, heavy rain and strong winds are common. Download the [VicEmergency App](#) and respond to severe weather alerts. We recommend you move out of Ash forest areas if winds are predicted to reach over 70km per hour.

Cold snaps can occur any time in summer resulting in snow – be prepared and make sure you have chains and diesel vehicles have antifreeze coolant and Alpine Diesel. All vehicles without a valid Village Parking Permit will be required to leave the Resort at the start of the Declared Snow Season.

Emergency Management

OUR
NEIGHBOURHOOD
SAFE PLACE IS
VILLAGE SQUARE
PLAZA.

If your project is registered, the Resort will provide you with updates and safety information during fire danger periods. Information on what we do to enhance community safety is included in the Community Bushfire Management Plan.

Download the VicEmergency App & set up warnings for the resort

Resort emergency management plans are [here](#).

Hot works are banned on Total Fire Ban days, unless you have a CFA Permit.

Fires on construction sites are banned at all times. For more information see the CFA's Can I or Can't I pamphlet [Can I or Can't I? | CFA \(Country Fire Authority\)](#).

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WASTE MANAGEMENT

ILLEGAL DUMPING
WILL BE
PROSECUTED, TO
THE FULLEST
EXTENT OF THE
LAW.
LANDLORD
ACTION MAY
ALSO BE TAKEN.

Rubbish & hard waste

Your site must be kept tidy, clean and tidy at all times. Rubbish huts are for domestic waste only – the use of rubbish huts to dispose construction waste is strictly prohibited. Construction and demolition waste including paint and other liquids must be disposed legally outside the resort. Paint and liquid waste must not be washed down drains or sewers. Skip bins must have lids to prevent waste being blown away.

The Mansfield Resource Recovery Centre takes a range of construction waste. More information can be found [here](#).

Water pollution

Anyone allowing material to enter a waterway, or even leaving the material where it can be washed offsite constitutes a breach of the [Environment Protection Act 2017](#). On-the-spot fines and/or legal action apply to intentional or unintentional water pollution acts.

To minimise potential pollution, install and maintain erosion and sediment controls and keep your site, local roads and pathways clear of mud, debris, litter, soil and sand.

Asbestos

If your property was built before the mid-1980's it is highly likely to contain asbestos. Buildings built between the mid-1980s and 1990 are also likely to contain asbestos. A permit to remove asbestos must be obtained from WorkSafe.

Only a WorkSafe Licenced Class A or Class B Removalist can remove asbestos – you should check their licence.

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Sediment & erosion

Sediment can flow into stormwater and be released into the environment, reducing the quality of natural waterways and impacting aquatic flora and fauna.

You are responsible for sediment and erosion management on your site. All sediment control measures listed in your Planning Permit or Site Environmental Management Plan (SEMP) must be implemented and maintained throughout your project. Non-compliance can be actioned by DTP as the Planning Authority and ALPINE RESORTS VICTORIA as the Landlord.

The Environment Protection Authority's best practice guide to preventing erosion and sediment impacts is available [here](#).

PROTECTING OUR ENVIRONMENT

You are working in a unique alpine environment that is home to many threatened and endangered species. Alpine Resorts Victoria is here to help – Contact Ali Kirkwood ali.kirkwood@alpineresorts.vic.gov.au if you need advice or support.

Animals

Dogs and cats can pose a serious threat to native wildlife. Animals, including dogs and cats are prohibited in Alpine Resorts unless a Alpine Resorts Victoria Permit has been issued. Fines up to \$2,500 apply for bringing an animal into the Resort without a permit.

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Native vegetation

If you have a SEMP, you need to comply with it. Make sure your Builder and tradespeople read and understand the SEMP and always have a copy available on-site.

Every effort should be made to retain or relocate native vegetation. A Planning Permit is usually required to trim, lop or remove trees.

Plant and equipment should be washed at the carwash in Mansfield to prevent weeds and pathogens being brought to the resort. Your SEMP will require this.

RESORT INFRASTRUCTURE

Damage & remediation

You are responsible for protecting the assets of Alpine Resorts Victoria and your neighbours. If you damage someone's asset, the remedial works will be at your cost. If you are unsure where your boundary is, Resort Management can provide you with a site map.

Contact the Resort before undertaking works so a joint condition assessment of Resort assets can be completed. Asset condition will be photographed.

If Resort assets are damaged during the works, you are required to notify Alpine Resorts Victoria immediately. This will allow us to work with you to reduce further damage and cost.

Connections

All connections to the Mt Buller sewerage, potable water or stormwater systems must be approved by Alpine Resorts Victoria prior to works commencing. To seek permission, please complete the online form on the Alpine Resorts Victoria website which can be found [here](#).

Unauthorised connections may need to be disconnected at

your cost.

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SITE INSPECTIONS

Compliance

If you have a Planning Permit, you must comply with it. DTP, as the Planning Authority, may visit on-site to confirm compliance or ask for information such as photos and plans.

If you have a building permit, you are required to comply with the permit and any directions from your Independent Building Surveyor. Your Building Surveyor is legally responsible for ensuring that your works comply with the Building Act and Regulations and has powers to enforce compliance.

Site inspections

During your project you may receive on-site visits from DTP as the Planning Authority, your independent Building Surveyor and Resort Management. Site inspections are a way of checking that your project is progressing and that you are complying with conditions and directions.

At an on-site visit, you may be asked to provide copies of your Planning Permit, Building Permit, SEMP, Traffic Management Plan etc.

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SHUTDOWN

All external works are required to cease during:

- Christmas Day and New Year's Day inclusive;
- The Easter holiday;
- Major events in the Village (if notified by Resort Management);
- 15 May and the end of the Declared Snow Season.

The 15 May deadline may be extended by DEECA, with Alpine Resorts Victoria consent. If you require an extension to this deadline email property@alpineresorts.vic.gov.au by the end of April.

Extensions may be granted subject to a risk assessment.

Don't leave shutdown to the last minute! Early snow can make it more difficult and time-consuming to tidy your site, clear debris and complete final tasks. Shutdown dates are enforced.

KEY CONTACTS

Alpine Resorts Victoria

5777 6077

Resort Management Mt Buller

info.mtbuller@alpineresorts.vic.gov.au

property@alpineresorts.vic.gov.au

Resort Management

Water & Sewerage

scottw@gvwater.vic.gov.au

Buller Gas

Ian Lumby

1800 427 497

bullergas@indigoshire.vic.gov.au

DTP Planning

Michael Dafnomilis

0409 512 642

michael.dafnomilis@transport.vic.gov.au

Telstra - Business Connections

132 253

WorkSafe

1800 136 089