

CONSTRUCTION SITE SETUP CHECKLIST

Activity	Checklist	Date Completed
Register your project with ARV	<ul style="list-style-type: none"> Register your project here Green Season Construction Register Registering your project helps us make sure you know about road closures, major events, utility interruptions etc. It's also a requirement of alpine leases. 	
Sign-up for notices	<ul style="list-style-type: none"> Sign-up for stakeholder notices here to keep up to date with what's happening and receive the community newsletter. 	
Building Permits	<ul style="list-style-type: none"> You may need a Building Permit if you are undertaking renovation or building works. If in doubt – best to check with our Municipal Building Surveyor (mbs.mtbuller@alpineresorts.vic.gov.au) 	
Site Induction	<ul style="list-style-type: none"> Email property.mtbuller@alpineresorts.vic.gov.au to arrange your free site induction covering environmental issues, stormwater management, waste, parking etc. If you have a planning permit, it may require you to contact ARV and arrange a site induction. 	
Contractor Management	<ul style="list-style-type: none"> You are responsible for the actions of your builder and tradespeople. Make sure they have copies of: <ul style="list-style-type: none"> - Planning Permit & SEMP (if applicable) - Building Permit (if applicable) - The Resort Construction Guide to Best Practice - CFA's Can I or Can't I Pamphlet 	
DBYD	<ul style="list-style-type: none"> Excavation works must not start until all services are located. Get your DPBD Report here. 	
Vehicles & Equipment	<ul style="list-style-type: none"> Try to reduce the number of trades vehicles in resort – particularly during events. Wash plant and equipment prior to entering the Resort. Park on handstand if possible and keep clear of hydrants, electricity substations, rubbish huts, trails, driveways etc. Get permission from ARV for any part or full road closure. Min 2 weeks' notice is required. Carry snow chains and diesel anti-freeze additive at all times. 	
Environmental protection	<ul style="list-style-type: none"> Keep your site tidy and clean at all times. Rubbish huts are for domestic waste only. Dumping construction, hard and electronic waste in rubbish huts is illegal. Report incidents such as spills, leaks and dumping to mbs.mtbuller@alpineresorts.vic.gov.au. 	
Emergencies	<ul style="list-style-type: none"> Our Neighborhood Safer Place is Village Square Plaza Download the VicEmergency App & set up warnings for the resort Resort emergency management plans are here. 	
Shut Down	<ul style="list-style-type: none"> Construction activity must cease from Christmas to New Year, during Easter and from 15 May for the duration of the snow season. 	
Comments:		

