



City of
KINGSTON

GETTING IT RIGHT ON YOUR BUILDING SITE

This booklet outlines Council expectations for building sites with a specific focus on stormwater management.

**COUNCIL IS COMMITTED TO
REDUCING ITS OWN IMPACT ON
THE ENVIRONMENT AND
ENCOURAGES THE COMMUNITY,
BUSINESSES, BUILDERS AND
VISITORS TO DO THE SAME.**

FURTHER INFORMATION

A copy of the Building Site Stormwater Code of Practice can be downloaded from the Council's website at www.kingston.vic.gov.au/Property-and-Development/Managing-Stormwater or upon request from our customer service team.

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City of
KINGSTON



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Council is dedicated to reducing the pollution of stormwater from residential buildings, construction sites, landscape sites and concrete/paving projects. Authorised officers regularly inspect building sites to ensure compliance. Non-compliance can result in fines and court prosecutions.

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This booklet aims to:

1. Provide simple and practical ideas to reduce stormwater pollution.
2. Help builders and tradespeople comply with Council and state stormwater *regulations.

The developer or the person managing the building site is responsible for making sure that the stormwater system is not polluted.

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Links to documents and permits mentioned in this booklet can be found on page 14.

You can find a checklist to help you keep our stormwater system clean on page 15.

*Building Site Stormwater Code of Practice

*Public Safety and Amenity Guidelines

*Community Local Laws

WHAT IS STORMWATER?

Stormwater is rainwater runoff from rooftops, paths and roads collected by a system of pipes and drains.

Although Kingston has a comprehensive plan to construct 31 large-scale treatments across the municipality, many of these pipes and drains flow directly to creeks and the bay without treatment.

We all need to take action, as building, landscaping and industrial activities have the potential to contribute to the heavy pollutants found in the stormwater system.

These pollutants affect the water quality, kill aquatic life and degrade our beaches.

KEY

- Heatherton Drain
- Mordialloc Settlement Drain
- Dunlops Drain
- Mordialloc Creek
- Centre Swamp (Secondary) Drain
- Parkers Road Drain
- Patterson River
- Dingley Drain
- Council boundary





SEDIMENT CONTROL, MUD ON ROADS & CONCRETE SLURRY

Soil, sand, concrete wash, sediment and litter have been identified as the most common pollutants that damage the stormwater systems, creeks and bay.

Stockpiles should be contained onsite and covered with a tarpaulin. A silt or sediment log should be installed to prevent sediment movement offsite, especially for Council side entry with grated inlet pits in close proximity to the building site.

Other sediment control measures such as wooden crossover protection planks and crushed gravel should be used at sites to prevent mud being carried offsite, making the footpath and road unsafe.

Wash stations should be constructed onsite for the washing of paints, chemicals, tools and equipment.

If timber driveway crossover protection is used it needs to be maintained appropriately throughout the construction period, this includes making sure

steel straps do not come loose, timber slats remain in place and ensuring the crossover protection is kept clean and hazard free for pedestrians.



Illegal discharge of runoff from the site into Council's drainage system and storing rubbish and building materials on Council land without a permit.

During construction works Council does not allow builders to discharge surface runoff or groundwater from the site into Council's stormwater system and/or kerb and channel without a valid permit. Builders may choose to:

- Apply for Temporary Discharge Permit from Council's Infrastructure Department, or,
- Apply to discharge to the sewer system with Water Authority Approval, or,
- Arrange to remove/pump the excess runoff from the site to a tanker.

Builders that need to construct a 'temporary' driveway crossing may apply to Council for approval of a temporary asphalt driveway crossing to facilitate entry and/or exit during the construction. There will be conditions attached to this approval which include its removal and reinstatement of the area at the completion of the works.



Example of dirty footpath and crossover protection which needs cleaning and repairing



Example of timber crossover protection in good condition.

DAMAGE TO COUNCIL ASSETS

Council requires an owner, builder or appointed agent to obtain an Asset Protection Permit prior to the commencement of any building works which have the potential to damage Council assets.

Examples of Council assets include: footpaths, kerbs and channel, stormwater pits, street trees, street furniture, Council reserves & parks, rain gardens and naturestrips.



Unacceptable condition of footpath, naturestrip and driveway crossing at building site.

Builders should also ensure damage does not occur to other service authority assets. Builders must protect these assets as per the authority requirements but should check the protection methodology with the Authority as they may require access to their service. Please ensure damage to other authority assets is reported as soon as possible. Builders must ensure the area is made safe for the public in the interim until the service authority is able to attend and rectify the damage.



Damage to Council Side Entry Pit.



Damaged Footpath

BUILDING MATERIALS ON NATURESTRIPS AND ROADWAYS

Under Council Community Local Laws 78 and 184 materials must not be stored on Council land (eg. naturstrips, roads & footpaths) without a permit.

Stockpiles of sand/soil/tiles/bricks, pallets, bins and toilets must be kept onsite. If there is insufficient room to store items onsite builders may contact Council and apply for a Road Occupation & Works Permit. Storing materials on Council land

without a permit may result in enforcement action and penalties apply.

Council land should be kept neat and tidy, nature strip grass regularly mowed, and footpaths kept clean and hazard free for pedestrian access at all times.



Building materials should be contained.



Building materials should be unloaded from within the site and should not be left on the naturestrip or road unless a permit has been obtained.

SITE FENCING

The Building Site Stormwater Code of Practice require all building sites to have a structurally sound temporary site fence with shade cloth around the perimeter of the site from commencement to completion of any building works:

- (a) At a height no less than 1500 millimetres;
 - (b) capable of preventing litter from being transported from the site by wind;
 - (c) with no more than one access opening which:
 - has a width not greater than 3000 millimetres;
 - is fitted with a 1500 millimetre high gate, or gates, which prevents litter from being transported from the site when closed;
 - is located to correspond with the vehicle crossing of the site which does not damage the naturestrip or other council assets; and,
 - has appropriate shade cloth which is fixed appropriately to the fencing and is structurally sound.
1. Temporary fencing, including the 'feet/base' holding the fence panels must be located within the property boundary. Fence 'feet' cannot encroach onto Council land / the footpath due to being a tripping hazard. Builders that need to install site fencing over Council land need to apply for a Road Occupation & Works Permit to occupy the land.
 2. Builders should ensure that they include signage with builder contact details and emergency contact details prior to the commencement of works.
 3. Builders should ensure that any Council permits are displayed on their fence/ hoarding where appropriate.



(c) Shade cloth is appropriately fixed to fence.



(c) Shade cloth is on scaffold.
1. Fence & feet are behind property line.



3. Council permits are displayed on hoarding.



2. Builders should make sure they have signage with contact details in front of the site.

LITTER ISSUES AND ABATEMENT NOTICES

Unsecured litter, rubbish and building debris not contained onsite can become trapped in our stormwater system and enter the bay.

For this reason Council requires waste receptacles on all building sites. The receptacle must not be less than 1m³ in volume and must be covered with a lid that attaches to the receptacle.

Household garbage bins are not appropriate. Officers can issue Litter Abatement Notices under the Environment Protection Act 1970 to builders if a site contains litter that has, or is likely, to escape.

A Litter Abatement Notice may be issued to:

- Require a person not to deposit litter/waste.
- Ensure that litter/waste material does not escape from premises occupied by a person.
- Do, or not do, specified things to ensure that the person complies.

Notices of this kind remain in force for the period specified in the notice, which may be up to three years.



Rubbish dumped on the naturestrip in front of a building site.



Builders have: caused flooding and blocked Council drainage system, removed footpath, occupied Council land without a permit, have unsecured items lying around the site and have not kept footpath hazard free for pedestrians.

CONTRACTOR PARKING

Council requires builders to respect the local amenity and ensure their operations do not bother the local residents.

Tradespeople with vehicles around building sites needs to comply with the Victorian Road Rules and local parking restrictions. Vehicles may not be parked over footpaths, facing the wrong direction and in general, must not be parked within 10 metres (minimum) of an intersection and 20 metres before a pedestrian/school crossing and 10 metres after.

Developments with a Construction Management Plan (CMP) approved by Council need to abide by the contractor parking requirements as stipulated in the CMP.

If builders require exclusive access of the parking in front of the building site for their construction activities they may apply for a signed 'Work Zone' by completing the work zone section of the Road Occupation & Works Permit application. Builders pay for the cost of the work zone

signage and the Council land occupation of the bays for a designated time period.

A designated work zone means that the parking bays can only be used by workers / construction vehicles associated with their site.

Please note a work zone can only be applied for the parking bays immediately in front of the site. Generally, a work zone will not be approved when existing No Standing signs are in place, or where there is a bus zone or bus lane.



Parking on naturestrip is illegal and penalties apply.

Documents and Permits

SECTIONS

1. WHAT IS STORMWATER?
2. SEDIMENT CONTROL, MUD ON ROADS & CONCRETE SLURRY
3. DAMAGE TO COUNCIL ASSETS
4. BUILDING MATERIALS ON NATURESTRIPS AND ROADWAYS
5. SITE FENCING
6. LITTER ISSUES AND ABATEMENT NOTICES
7. CONTRACTOR PARKING



Application for Hoarding & Public Protection

kingston.vic.gov.au/Property-and-Development/Building/Council-Building-Forms **Section: 5**



Asset Protection Permit (APP)

kingston.vic.gov.au/Services/Roads-and-Traffic/Asset-Protection-Permits **Section: 3**



Build Over Easement Permit

kingston.vic.gov.au/Property-and-Development/Building/Council-Building-Forms **Section: 3**



Building Site Stormwater Code of Practice

kingston.vic.gov.au/Property-and-Development/Managing-Stormwater **Section: 5**



Community Local Law

kingston.vic.gov.au/About-Us/Local-Laws-and-Health/Local-Laws **Sections: 6 4 2 3**



Construction Management Guidelines

kingston.vic.gov.au/Property-and-Development/Construction **Section: 7** and more generally to construction management



Construction Permit Application Checklist

kingston.vic.gov.au/Property-and-Development/Construction **Sections: 2 3**



Kingston Stormwater Quality in-lieu Contribution (A Guide for Developers)

kingston.vic.gov.au/Community/Sustainability-Workshops/Sustainability-in-Council/Water-Management **Section: 2**



Legal Point of Discharge

kingston.vic.gov.au/Property-and-Development/Construction **Sections: 2 3**



Out of Hours Guide Checklist

kingston.vic.gov.au/Property-and-Development/Construction

Section: NA as applies more generally to construction compliance



Public Safety & Amenity Guidelines when Building in the Council

kingston.vic.gov.au/Property-and-Development/Construction

Section: NA as applies to more generally to construction compliance



Road and Footpath Closure Fact Sheet

kingston.vic.gov.au/Property-and-Development/Construction **Section: 4**



Road/Footpath Opening Permit

kingston.vic.gov.au/Services/Roads-and-Traffic/Traffic-amp-Transport-Management **Section: 3**



Road Occupation & Works Permit

kingston.vic.gov.au/Services/Roads-and-Traffic/Traffic-amp-Transport-Management **Sections: 5 4 7**



Road Occupation & Works Extension Permit

kingston.vic.gov.au/Services/Roads-and-Traffic/Traffic-amp-Transport-Management **Sections: 5 4**



Shipping Container Requirements Fact Sheet

kingston.vic.gov.au/Property-and-Development/Construction

Section: NA as applies to more generally to building site management



Temporary Discharge Permit

kingston.vic.gov.au/Property-and-Development/Construction **Section: 2**



Traffic Management Plan (TMP) Requirements Fact

kingston.vic.gov.au/Property-and-Development/Construction Sheet **Section: 7** and applies to more generally to building site management



Tree Removal Permit

kingston.vic.gov.au/Property-and-Development/Construction **Section: 3**



Vehicle Crossing Permit

kingston.vic.gov.au/Services/Roads-and-Traffic/Vehicle-Crossings-amp-Road-Opening-Permits **Section: 2**



Vic Roads: Parking Summary

vicroads.vic.gov.au/safety-and-road-rules/road-rules/a-to-z-of-road-rules/parking **Section: 7**

6 SIMPLE RULES YOU CAN FOLLOW TO KEEP THE STORMWATER SYSTEM CLEAN

1. PLAN BEFORE YOU START WORK ONSITE

- ☐ Apply for Asset Protection Permit (APP) and submit dilapidation report
- ☐ Apply for any other relevant Council Permits
- ☐ Install street tree protection as per Council Guidelines
- ☐ Mow naturestrip lawn, ensure Council land and assets are neat and tidy
- ☐ Protect driveway crossings with timber crossover protection, if required
- ☐ Ensure the crossover is away from lowest side of site
- ☐ Erect silt fencing on the lowest side of the site
- ☐ Store stockpiles away from lowest side
- ☐ Mark trees and vegetation to keep onsite

2. KEEP LITTER CONTAINED ONSITE

- ☐ Have an appropriate litter receptacle onsite with an attached lid
- ☐ Erect structurally sound site fencing with appropriately fixed shade cloth

3. STOP EROSION ONSITE AND CONTAIN SEDIMENTS

- ☐ Apply for Temporary Discharge Permit if approval is sought to discharge surface water during construction into Council drainage system
- ☐ Erect sediment control fencing
- ☐ Install catch drains (trenches) on high side of building site
- ☐ Install sentiment logs around stormwater drains
- ☐ Install downpipes on buildings as early as possible

4. PROTECT STOCKPILES

- ☐ Cover stockpiles with tarpaulin.
- ☐ Keep away from lowest side of site

5. KEEP MUD OFF ROAD AND ONSITE

- ☐ Install rumble grids at entrance, if appropriate
- ☐ Place crushed gravel at access point
- ☐ Keep vehicles to crushed rock area
- ☐ Remove any mud from tyres before leaving site
- ☐ Clean road and footpaths if muddy on a regular basis
- ☐ Install and maintain sentiment logs around stormwater drains
- ☐ Apply to Council to construct a temporary driveway crossing (if required) to Council standards

6. CLEAN UP AND WASH OFF ONSITE

- ☐ Have a cutting and cleaning area onsite
- ☐ Scrape equipment off before washing
- ☐ Erect sediment filters on low side of site
- ☐ Contain all washing onsite



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First published in December 2017
Next Update Due: November 2019

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