

Construction Site Setup Checklist

Activity	Checklist	Date Completed
Register your project with ARV	Register your project here Green Season Construction Register (snapforms.com.au). 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	Sign-up for stakeholder notices directly with the resort in which you are working to keep up to date with what's happening and receive the community newsletter. Ask the admin team how.	
Building Permits	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@alpineresorts.vic.gov.au)	
Site Induction	- Email property@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	- 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 Best Practice guide CFA's Can I or Can't I webpage	
Before You Dig & Excavation Zones	- Excavation works must not start until all services are located. Get your BYD Report here. - Please refer to the No Go Zones for Excavation document	
Vehicles & Equipment	- 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. Minimum 2 weeks' notice is required (full road closures not permitted at some resorts). - Carry snow chains and diesel anti-freeze additive at all times.	
Environmental protection	- 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@alpineresorts.vic.gov.au	
Emergencies	- Ask where the Neighborhood Safer Place or Place of Last Resort is at the resort in which you are working. - Download the VicEmergency App & set up warnings for the resort - Ask ARV Resort staff for the Emergency Management Plan.	
Shut Down	Construction activity must cease from Christmas to New Year, during Easter and from 15 May for the duration of the snow season.	
Comments:		