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Our Ref: Fees and Charges  
Your Ref:  
Enquiries to: Leon Ashlin

18 June 2014

To Whom It May Concern

Dear Developer, Consultant, Surveyor, Contractor, Builder

**RE: INFRASTRUCTURE PROTECTION BONDS AND BOND FEES – 2014-2015**

Please be advised, Council recently endorsed the introduction of a bond for the protection of its infrastructure during building construction works. This will take effect from 1<sup>st</sup> July 2014.

The bond has been introduced to encourage developers, their contractors and/or subcontractors to take due care and responsibility when crossing or working in the vicinity of Council assets. If Council assets are not repaired or not repaired to the correct standard, Council will access the bond to undertake the necessary rectification works.

A Council officer will inspect the site, take photos and record the condition of adjacent roads, footpaths, access crossings, and stormwater assets prior to any works commencing and again when works are completed. It is suggested that the developer/applicant do the same.

The bond will be returned, upon request, when the building construction works have been completed and no damage to Council assets is found. The Bond Establishment Fee is an administration fee and will not be refunded.

The bond amounts will be as follows:

- *Urban Areas:* kerb & channelling, footpath, stormwater \$1500.00  
*Bond Establishment Fee* \$150.00
- *Rural Areas:* only if Council infrastructure exists \$1000.00  
*Bond Establishment Fee* \$150.00
- *Additional Infrastructure Admin. Fee* \$150.00  
(to be charged if developer/applicant wishes to reduce early title bonds as works progress)

The above fees, if applicable, would be charged to the applicant at the time a building application is sought.

Following on from the above, Council has also adopted *Guidelines for “As Constructed” Data*. For any asset that is gifted to Council, as part of a subdivision or any other development, Council requires the developer to submit certified “As Constructed” drawings and a data sheet.

For “As Constructed” drawings, Council has the following requirements:

- “As Constructed” drawings must be clearly understood and must provide all relevant information to the works. The minimum standard for “As Constructed” drawings is demonstrated through the *As Constructed Example Drawing*, provided as an attachment to these guidelines.
- “As Constructed” drawing must be completed and certified by a qualified surveyor or engineer prior to the works being placed on the maintenance period.
- “As Constructed” drawings must be accurate to AHD and GDA94 and must be drawn to an appropriate scale, to the satisfaction of Council’s Manager Engineering & Regulatory Services.
- “As Constructed” drawings must be provided electronically in both .pdf and .dwg or .dxf formats, or as otherwise approved by Council’s Manager Engineering & Regulatory Services.

For the data sheet, Council has the following requirements:

- The data sheet must be completed and certified by a suitably qualified surveyor or engineer prior to the works being placed on the maintenance period.
- The data sheet must be provided to Council’s Asset Manager along with the “As Constructed” drawings.
- All height and special information must be accurate to AHD and GDA94, to the satisfaction of Council’s Manager Engineering & Regulatory Services.
- The data sheet must be provided electronically, as an Excel document. A template Excel document may be obtained from Council’s Development Engineering Manager.

The completed “As Constructed” drawings and data sheet must be accompanied by a statement of certification from a suitably qualified surveyor or engineer.

If you have any further queries regarding this letter please do not hesitate to contact Leon Ashlin on 6269 0025.

Yours sincerely

Leon Ashlin  
Development Engineering Manager