

Land use information

Checklist for private developers



Phase	Activity	Response	Date
Administration	Notice of determination received from development consent authority		
	Review notice of determination and traffic impact study – develop preliminary concept		
	Establish contact and meet with RTA if necessary		
	Provide details for works authorisation deed schedule		
	Provide RTA with estimated cost of project		
	Developer signs the deed and returns to the RTA		
	Pay RTA's fees and charges and capitalised maintenance costs		
	Submit insurance details as per deed annexure		
	RTA executes the deed and sends copy to developer – lodgement of approved security bond for the full value of works		

Phase	Activity	Response	Date
Preconstruction	Submit concept design and supporting design report		
	Apply for RTA plan registration		
	Concept design approved by RTA (and Council if necessary)		
	Incorporate any RTA/Council requested changes of concept design		
	Consider urban design aspects of the design – check if any RTA policies apply.		
	Submit geotechnical report and supporting pavement design		
	Review design for constructability and OH&S during construction		
	Road safety audit of detailed design by qualified auditor		
	Independent certification of design plans and specification		
	Review conditions of consent to ensure compliance or apply		
	Submit environmental assessment as required by the RTA and environmental management plan		
	Submit detailed design, specification and supporting documentation for works		
	RTA/Council approval of detailed design		
	Nomination of construction contractor and subcontractors		
	Submission of independently certified project management plans		
	Lodgement of insurance details		
	Submit construction program		
	Apply for road occupancy licence		
	Supply Maintenance Management Plan (if applicable)		
	RTA written approval to commence works		

Phase	Activity	Response	Date
Construction	Notify RTA construction to commence (10 business days)		
	Notify RTA of practical completion (20 business days)		
	Practical completion		
	Submission of independently certified conformance data		
	Submission of work as executed plans		
	Submission of warranties		
	Finalisation of land dedication		
	Make any claim of RTA liability, cost or expense within 45 business days of practical completion (where applicable)		
	Submit final claim (within 21 business days of end of defects liability period)		
	Completion of defects and liability period		
	Release of security bond		
	RTA asset handover		



For further enquiries:



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