

# GUIDELINE FOR SUBMITTING A CONTRACTOR ENVIRONMENTAL MANAGEMENT PLAN

## SCOPE

The majority of construction works at Melbourne Airport will have some level of environmental impact. If a project involves one or more of the following activities, then a Construction Environmental Management Plan (CEMP) may be required:

- Development on or near an Environmentally Significant Area
- Works in known or potentially contaminated areas
- Discharges to air (odour, dust, combustion emissions)
- Discharges to land, surface water (including stormwater) or groundwater
- Development, construction or demolition
- Development of a Greenfields site
- Importation of fill material onto the Airport
- Clearing of land
- Use or storage of hazardous materials
- Activities within 200m of a waterway

## DO I NEED TO APPLY...

All construction projects will be reviewed by the Environment Team to determine the level of environmental impact and the need for a CEMP.

Note: where required, the CEMP needs to be endorsed by the Environment Team and works cannot proceed without an endorsed CEMP.

## ADDITIONAL PERMITS, CONDITIONS AND APPROVALS

Melbourne Airport issues permits for construction activities. This helps prevent environmental damage and minimises nuisance to people in the vicinity of the building works.

You must notify Melbourne Airport before the commencement of any construction works to ensure that the works are coordinated and have appropriate approvals to proceed:

- Permit to Commence Work (PERCOW)
- On Air Notice (communication to stakeholders)
- Traffic Management Plan
- Waste Management Plan (if required)
- Wildlife Management (if required)

## OVERVIEW

1. Contact Melbourne Airport's Environment Team to discuss environmental requirements
2. Conduct a project-specific environmental risk assessment
3. Prepare CEMP in accordance with Melbourne Airport requirements
4. Fill out CEMP requirements checklist
5. Submit CEMP and checklist to Melbourne Airport's Environment Team
6. Address any comments provided by Melbourne Airport's Environment Team
7. Obtain endorsement of CEMP prior to commencing works

## PREPARING FOR YOUR SUBMISSION

Prior to preparing a CEMP, it is recommended to contact Melbourne Airport's Environment Team to discuss whether your project falls within an Environmentally Significant Area or if there are any other significant environmental issues to consider.

A project-specific environmental risk assessment should be conducted prior to developing the CEMP, as this will guide the environmental management procedures within the CEMP.

## WHAT TO INCLUDE IN YOUR SUBMISSION

Guidance on the information that must be included in a CEMP is included in Table 1 of Melbourne Airport's *Construction Environmental Management Plan (CEMP) Requirements*, Document No. PP02.

## CONSIDERATION FOR GRANT OR REFUSAL OF CONSENT

Melbourne Airport's Environment Team will review your CEMP against our requirements.

## DECISION ON THE SUBMISSION

Once the CEMP is submitted, a minimum of five business days is required for assessment. Where specific requirements have not been adequately addressed, Melbourne Airport's Environment Team will outline required amendments and the CEMP must be re-submitted. This may extend the CEMP review time.

The Environment Team will provide written confirmation once the CEMP has been endorsed.

Note that a representative from APAM's Environment Team will conduct regular inspections to evaluate implementation of the CEMP throughout the construction period.

## CHECK LISTS

Prior to submitting your CEMP, the *Checklist - Requirements for the Development of a Construction Environmental Management Plan (CEMP)* should be completed. It is helpful for this checklist to be submitted with your CEMP.

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## FAQS

What is an Environmentally Significant Area?	An Environmentally Significant Area is an area with significant biodiversity or heritage values that must be protected in accordance with Federal and/or State requirements.
How long will review of my CEMP take?	A minimum of five business days is required for assessment of a CEMP. If a CEMP is not satisfactory, it will need to be amended and re-submitted and this may extend the review time.
Permission to Commence Work (PERCOW)	To ensure that works are coordinated at the Airport, a Permit to Commence Work (PERCOW) must be obtained.

## FORMS, DOCUMENTS AND TEMPLATES

- Construction Environmental Management Plan (CEMP) Requirements
- Checklist - Requirements for the Development of a Construction Environmental Management Plan (CEMP)

## CONTACT US

For any queries, please call the Environment Team on +61 3 9297 1594. If you have been issued a MA Job Reference Number, for the works about which you are inquiring. Don't forget to quote it to assist in your enquiry.