**Scoping Report Guidance Notes**

**A Catchment Plan, Site Plan and Pressure Main Route shall be endorsed by Water Corporation prior to the development of this report. This should be prepared with ‘Safety in Design’ in mind.**

**Introduction**

These guidance notes have been prepared to assist with the preparation of the Scoping Report and must be deleted before submitting the report. They are present throughout the template for general guidance to assist with writing the report. The report must be submitted as a single consolidated document in **pdf format only** using OneDrive. After Water Corporation has provided comments on the initial report, all changes to further revisions shall be shown on a Review Response Table as an appendix of the Scoping Report.  
  
The revision date of this template is 28/02/19 – version 8

**Use of the Scoping Report Template**

All documents identified in the Scoping Report Brief for inclusion in the report shall be included in appendix 4

Use of the word “Shall” makes the requirement mandatory. Use of the words “May” and “Should” make the requirement optional as applicable to the project. When using the template, text shown between arrows (i.e. <Date>) needs to be edited to reflect the specific project.

The term "Standard Text" in these guidance notes refers to the text in black font under main and sub-headings.

In the standard text, expected requirements that must remain in the final report are in black font. These requirements shall not be deleted. Text shown in blue font are instructions which are to be removed or edited from the report.

**Title Page**

The document title and project number will be provided in the Scoping Report Brief and shall be used in the report.

**Document Footer**

The date in the document footer shall be the same as the date of the latest revision as identified in the Table of Revisions.

**Audience**

The report needs to be written in such a manner that there is no need for familiarity with the project in order to understand the report. The Executive Summary shall be able to be read in isolation from the overall Scoping Report.

**Confidentiality Notice**

The confidentiality notice shall not be modified or deleted.

**Copyright Notice**

The copyright notice shall not be modified or deleted

**Scoping Report**

**<Project Title>**

**Water Corporation Capital Project Number:**

**Development Services Folder Name:**

**WAPC REF:**

**Developer Name:**

**Developer ABN:**

Designer’s Logo



**Confidentiality Notice**

Access to this document and referenced documents is provided to the recipient under the following conditions:

1) The contents are to be used solely for the purposes of Corporation work

2) The document will not be made accessible to any external party other than (if necessary) contractors currently engaged by the Corporation under a contract which addresses confidentiality

3) Any requirement to vary these conditions is to be referred to the Manager, Development Services Branch

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Except as provided by the Copyright Act 1968, no part of this document may be reproduced, stored in a retrieval system or transmitted in any form or by any means without the prior written permission of the Corporation. Enquiries should be directed to the Manager, Development Services Branch.

# Executive Summary

This section shall include the full scope of works. There should be enough information here to allow readers to understand exactly what is proposed to be built without having to refer to the main body of the report. Total length of executive summary should not exceed 3 pages.

**Background**

Background information should include, but not be limited to:

* Location and associated details of the proposed infrastructure such as development name/brief description and WAPC reference number. Also summarise section 2.1.
* Triggers for initiating this project.
* Project constraints.

**Scope**

In accordance with the scope described in the Scoping Report Brief (SRB), briefly describe the scope of the proposed project including, where applicable, the following:

* Size, type and proposed pump rate of pumping station
* Extent of catchment development (i.e. currently 20% developed)
* Size of water tank
* Size, type and length of pressure main
* Size, type and status of outfall arrangement
* Size, type and length of collection sewer
* Depth to invert and size of the gravity inflow pipe
* Land tenure (easement in Public Open Space)
* Summary of geotechnical investigation
* Summary of environmental, ethnographic and heritage issues

**Recommended Alternative**

Detail the recommended alternative showing:

* Consistency with conceptual planning (size, location and discharge of infrastructure)
* Costs
* Final scope of works
* Key dates

**Unresolved Items**

Provide details of any aspects that are as yet, incomplete or unresolved.

This Scoping Report cannot be accepted with the following items unresolved:

* Geotechnical reports
* Land tenure (proposed asset crosses land not owned by the proponent, written approval is required from the affected land owner)
* Flood study (1 in 100 year flood event)
* Servicing of the site (i.e. power, water, communications)
* External approvals (i.e. Local Government) **Designer’s Endorsements**

Completion of the endorsements below indicates:

1) This report complies with all requirements outlined in the Scoping Report Brief and the current Corporation Design Standards.

2) This report has been prepared by a suitably qualified and experienced engineer/s and has been checked for accuracy and compliance with relevant legislation.

The Designer remains responsible for this report and its purpose is to demonstrate the feasibility of the project. Acceptance by Water Corporation indicates that this report addresses the requirements of the Scoping Report Brief. Designs are not approved or endorsed by the Corporation.

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position: <Designer (Consultant)>

Consultancy:

Endorsed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position: <Director/Senior Engineer – Designer (Consultant)>

Consultancy:

Accepted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position: <Developer or nominated Project Representative>

Please note that upon submission of the signed version of Scoping Report, please include all appendices and drawings in their original formats (i.e. Word, AutoCAD (MGA94), Excel)

# Corporation Acceptances

Completion of the acceptance below signifies the Corporation’s acceptance that this report has identified a workable solution to provide the required infrastructure on the assumption that the report and associated documents adequately address all requirements as expressed in the Scoping Report Brief and the current Corporation Design Standards.

It does not endorse the recommendations nor provide authorisation to commence the Engineering Summary Report (ESR).

Accepted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position: Team Leader, Customer Networks

Accepted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position: Team Leader, Water/Wastewater Conveyance Design

Accepted By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:

Position: Program Manager

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**Do not delete any headings, mark as N/A if they do not form part of the project needs.**

# Table of Revisions

The table of revisions shall be updated to list each revision of the report. The latest revision date as identified in the table of revisions shall be transferred into the footer.

|  |  |  |
| --- | --- | --- |
| **Date** | **Description** | **Prepared By** |
|  | Initial |  |
|  | Final |  |

# 1 Introduction

## 1.1 Scope

Expand on the scope outlined in the Executive Summary.

## 1.2 Dependencies not delivered by this project

In accordance with Western Australian Planning Commission (WAPC) conditional approval, comment on the provision of the services required for the construction and operation of this project (i.e. power, communications, water and all-weather access.)

If permanent long term access is not provided by the Developer in conjunction with the delivery of the asset, an acceptable temporary access arrangement, including ongoing maintenance, will be considered by Water Corporation at the sole cost of the Developer.

# 2 Background

## 2.1 Current Status of Development

Briefly describe the current status of the proposed development including aspects such as:

* Demand, including peak/seasonal demand
* Reference to previous structure planning, current approvals and WAPC applications
* Reference to any known previous correspondence with Water Corporation

## 2.2 Future Situation of Development

Provide the following information relating to proposed/future development of the land

* Current zoning of the subject land in the local planning scheme
* Proposed development staging, including timeframes, projected number of lots and growth rates to be presented as an appendix in table format

## 2.3 Other Information

Provide any other project specific information not addressed by the template.

## 2.4 Scoping Report Reference Documents

Listed below are documents, correspondence and other data used as input to the report. I.e. Acid Sulphate Soils (ASS) investigation reports, geotechnical reports, environmental reports relevant to the WAPC application area

* <Document number, title and revision, author and date>

Include a copy of the Scoping Report Brief and planning extracts in appendix 4. Also include cover sheets and executive summaries from any other documents, used as input to the recommended alternative as an appendix. The author should summarise key findings and reference these in the relevant sections of the Scoping Report.

**Do not append complete reports until submission of the signed version of Scoping Report.**

# 3 Project Alternatives

## 3.1 Alternatives Considered

Information required in this section includes, but is not limited to:

* A description of each alternative
* Advantages compared to the other alternatives
* Disadvantages compared to the other alternatives
* Generic description of any calculations conducted to investigate feasibility or approach
* Any constraints that may impact on the alternative being successfully implemented
* Land tenure secured
* Assumptions made (i.e. location of PS site based on ground condition, dewatering, ground level, depth and constructability. For PM alignment, existing services, trees, ground condition, dewatering, ground level and constructability.)
* Summarise alternate routes considered
* Briefly outline likely construction methodology
* Outline the likely construction alternatives that are proposed to be used to deliver the asset and provide a recommendation
* Updated DAR template for all alternatives considered and include in appendix 7
* Show all alternatives considered on a single plan, clearly labelling each alternative and the recommended alternative shown in heavier line weight for clarity and include in appendix 8
* Detail the estimate of all alternatives considered in a tabular or spreadsheet format. This shall include a breakdown of the capital costs and project timelines. The estimated capital cost shall be prepared to an accuracy of at least +30/-10%.
* Produce a drawing in PDF format showing alternative options, to be included in appendix 8

## 3.2 Recommended Alternative

Identify which of the alternatives considered is the recommended alternative.

“The <state alternative> alternative 1 along <location> is the preferred option because of the following reasons <explanation of why this is the preferred option>.

Produce a plan in the Notice of Proposal for the recommended option. Plan to be included in appendix 8.

# 4 Civil and Building

Complete this section depending on whether or not the project includes civil and building design. If no components are required, write N/A.

Summarise the proposed civil and building works covered by recommended alternative, under suitable sub-headings. This shall include relevant details of:

* Potential odour, noise and lighting impacts
* Specific site layout requirements – site plan to be included in appendix 8
* Site security
* Form and function with surrounds
* Local authority requests/requirements

# 4.1 Catchment Plans

The purpose of this section is to summarise the key hydraulic considerations addressing the dot points below which are to be shown on a plan/s in appendix 8.

Copy of CAD files of the catchment plan levels and site layout plan are to be provided to the Corporation in MGA format

For a wastewater pump station, a catchment plan is required which must show:

* Controlling sewer line/s (i.e. size, grade and flow) including outfall sewer line if required
* Estimated overflow to environment level and location/s
* 1:100 year storm water level
* Lot levels in the vicinity of the control line/s
* Lot levels in the vicinity of overflow location/s
* Access chamber lid levels on the control line/s
* Road levels surrounding the control line/s
* HGL assessment (i.e. where the sewage will flow to environment in a pump station failure event)
* Demonstrate minimum freeboard requirements are achieved
* Topographical survey capturing existing services for pump station and traversing the pressure main route
* Date and source of the survey or contour/level data for land
* DS51 Figure 4.1

For a water booster station and tank, the following information is required:

* Minimum 17m pressure hydraulic level
* Boundary and valving between pressure zones if applicable
* Date and source of the survey or contour/level data for land
* Topographical survey capturing existing services for booster station and tank

For pumping stations a site plan is required which must show:

* Safety in Design
  + Safe entry and egress
  + High/low traffic location
* Site dimensions
* Pumping station levels
* Inverts and grades on all sewers, access chamber lid levels
* Ground levels
* Emergency storage
* Overflow to environment showing drainage basin/swale invert levels
* 1 in 100 year flood level
* Bollards 12m in from kerb of access road
* Consideration given to operational requirements and practicality of design (e.g. opening direction of lids)

For distribution mains a clear route diagram showing proposed alignment and all existing services and obstructions.

# 5 Mechanical

Complete this section depending on whether or not the project includes mechanical design. If no components are required, write N/A.

For the pump station design select a preliminary pump to do the hydraulic analysis utilising manufacturers online pump selection tool.

# 6 Pressure Main Pipeline

## 6.1 Pressure Main Pipeline Parameters

Should the project require a pressure main component, then a desktop hydraulic assessment is required, refer to table below and complete.

State any assumptions (as per DS51) used in the calculations, i.e. nominal pump rate, pressure main size and material (PE, PVC, GRP or MSCL).

This assessment is also to be undertaken for any temporary/staging options if applicable and the ultimate scenario, i.e. 2 or 3 tables may be required.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pump rate (l/s) | Pressure main material | Pressure main length (m) | Route high point  (m) | Estimated pump cut out  level (m) | Max. static head  (m) | Friction head  (m) | Total head  (m) | Velocity  (m/s) |
| <x> | <x> | <x> | <x> | <x> | <x> | <x> | <x> | <x> |
| <x> | <x> | <x> | <x> | <x> | <x> | <x> | <x> | <x> |

Provide a summary of the above data considering surge and fatigue analysis if required.

## 6.2 Pressure Main Route Investigation

Alternatives for the pressure main route are to be investigated. It is expected that the consultant ‘walks the route’ on site to determine the risks related to other services (not a desktop study only) and provide photographs of constraints.

Consideration is to be given to the risk of overhead power, trees, existing services and any other constraints, as well as the location of air and scour valves. A Dial Before You Dig assessment is also required.

Location of the high point shall be noted; including the chainage from the pumping station and from the discharge point. (E.g. halfway between, almost to the discharge point etc.)

Confirmation of section 6.2 shall be provided in writing to confirm this investigation has taken place.

# 7 Electrical Requirements

Complete this section depending on whether or not the project includes electrical requirements. If no components are required, write N/A.

Summarise the proposed electrical works required for the recommended alternative under suitable sub-headings. This shall include relevant details of:

* Sizes/capacities (i.e. kilowatt rating of pump and power availability at site shall be confirmed)
* Power supply arrangements and performance requirements *- assessing the availability within the subdivision to meet the demands of the WWPS without requiring additional transformers etc.*
* Voltage mitigation - *allow sufficient time to receive information from Western Power*

# 8 Financial Analysis

## 8.1 Estimated Capital Cost

Indicate a preliminary cost breakdown for the recommended alternative.

You shall provide the full detailed cost estimate in appendix 11. Please ensure an original copy of the cost estimate excel spreadsheet is submitted with the scoping report for review.

|  |  |
| --- | --- |
| **Estimated External Consultants fees** | |
| Itemised Engineering fees  Scoping report  Engineering Summary/Detailed design  Contract administration/supervision  Total | $  $  $  $ |
| Electrical Mechanical Services Design | $ |
| Geotechnical investigation | $ |
| Environmental investigation | $ |
| Survey | $ |
| Itemise other specialist fees if required | $ |
| Total | $ |
| **TOTAL CONSULTANT FEES PROPOSED** | **$** |
| **Construction Estimate** | |
| General (Preliminaries) | $ |
| General (Civil works) | $ |
| Pumping Station | $ |
| Pressure Main | $ |
| Total Construction Estimate | $ |
| **TOTAL PROJECT ESTIMATE** | **$** |

**All costs above exclude GST and contingencies**

## 8.2 Capital Cost Estimate Assumptions

Details of the inputs to the cost estimate include:

* Details of assumptions made
* Reference to data used
* Reference to any quotations obtained
* Previous similar projects undertaken

## 8.3 Estimated Operating Costs

This section must detail any non-standard asset operating costs.

Where the likely operating costs are anticipated to be typical of a standard asset, the following statement can be used;

*“Section 7.2 of Water Corporation Design Standard No. DS 51 contains information on costing requirements. Due to the early stage of this project, no calculation for the ‘Present Value’ as outlined in Section 7.2.3 has been included. This will be detailed at a later stage of the project.”*

# 9 Risk Assessment

A preliminary risk assessment shall be completed for the project which will identify any likely risks associated with the development and any mitigation strategy that is thought appropriate to minimise these risks. If required, this shall be presented in a table as an appendix.

## 9.1 Operation and Maintenance

Outline any potential non-standard operational risks that may arise from adoption of the recommended alternative.

If no components are required, write N/A. A detailed operational and maintenance risk assessment will be required at later stages of the project.

## 9.2 Decommissioning of Assets

Identify any existing pumping stations that are to be graded out as part of the required works. If a pumping station is required to be graded out, it shall be shown on the catchment plan in appendix 8 and identified in the project Gantt chart.

AND/OR

Identify any existing pipelines that are to be decommissioned as result of a diversion. If decommissioning is required, it shall be shown in the design drawings in appendix 8 and identified in the project Gantt chart.

If no decommissioning of assets is required, please write N/A.

## 9.3 Construction

Justify where any non-standard construction methodologies (trenchless, HDD, boring etc.) are proposed.

# 10 Environmental and Social Analysis

# The following subsections detail environmental and social analysis for the recommended alternative.

## 10.1 Environmental Constraints

Complete the Project Environment Data Form provided as of part of the Scoping Report Brief and detail any environmental issues (including social, Aboriginal and European heritage; native vegetation clearing) or constraints that may impact on the project proceeding to implementation or on asset operation. Reference any additional environmental risk assessment already carried out as part of the development/subdivision approvals.

Forward/supply planned or actual previous subdivisional referrals to the Environmental Regulators including a summary of the background and outcomes of the referral that may have been completed as part of the broader approvals process for the subdivisional development.

Updated Project Environment Data Form to be included in appendix 5.

## 10.2 Referrals to Environmental Regulators

Water Corporation will be responsible for the lodgement of specific referrals to the Environmental Regulators that may be identified through this process. E.g. Part 5 Works Approvals, Section 18 Heritage Approvals etc.

**These specific approvals may take several months to obtain, so sufficient time needs to be allowed in the development schedule and project Gantt chart.**

# 11 Geotechnical Assessment

Summarise and reference any studies that have been done as part of the development investigations that may be relevant to the project. If appropriate, extracts from reports such as bore logs etc. shall be included as an appendix where they are relevant, (i.e. if logs are available for a proposed wastewater pump station site and they extend to a suitable depth).

**Append complete reports with signed version of Scoping Report.**

A geotechnical investigation is required for use in preparation of the Scoping Report. Please note, if the previous geotechnical investigation for the proposed development did not include the Water Corporation project site, early engagement to complete this investigation is advised.

For a wastewater pumping station the investigation needs to extend to a depth of 2 to 3m below the base of the wet well, emergency storage and pressure main route.

The report shall consider: rock excavation, clay excavation, deep excavation, side slopes and batters, existing services or items in batter slope, dewatering, dewatering drawdown effects, acid sulphate soils, excavation techniques, support of excavation if required, safe access to excavation, storage of spoil, geotechnical considerations for road and rail crossings, construction of incoming sewer, etc. If present these factors should be included in the cost estimate.

This Scoping Report cannot be accepted without the geotechnical assessment being resolved.

# 12 Land Tenure

Detail the proposed land tenure and any issues in accordance with constraints mapping that may impact on the project proceeding. The project requires assets to be located in an easement in public land (Public Open Space), reserve or private land. An agreement in writing is required from the affected parties (i.e. local authority, utility or land owner) as part of this report.

This Scoping Report cannot be accepted without land tenure issues being resolved.

# 13 Contracting Strategy

Detail the recommended contracting strategy, i.e. open tender, select tender, design and construct (D&C), form of contract etc. **Sole tender proposals will only be considered where value for money can be demonstrated.**

# 14 Other Project Constraints

Reference other project constraints (other than environmental and social constraints) that may impact on the project proceeding to implementation or on asset operation.

**Include WAPC conditional approval documentation at appendix 3.** Scoping Report cannot be accepted by the Corporation until WAPC conditional approval is received.

# 15 Approvals and Constraints

Populate the external approvals tracking spreadsheet and add any specific approvals that will be required as a result of the recommended alternative (i.e. environmental approvals, clearing permits, access through/across private land). Copies of specific correspondence between the proponent and authorities, where relevant, shall be included/summarised. This section shall summarise how approvals/constraints impact the project and how they are to be managed.

A fully populated external approvals tracking spreadsheet is to be included in appendix 6.

This Scoping Report cannot be accepted without addressing the required approvals and constraints.

# 16 Developer’s Project Team

Complete the table below with the proposed key developer’s team members.

|  |  |
| --- | --- |
| **Project Team Role** | **Company / Staff Name** |
| Project Director |  |
| Project Manager |  |
| Lead Design Scoping Report (Consultant) |  |
| Lead Design ESR and Detailed Design (Consultant) |  |
| Geotechnical Engineer (Consultant) |  |
| Environmental Scientist (Consultant) |  |
| Surveyor (Consultant) |  |
| Proposed Contractor |  |
|  |  |

# 17 Timeline

Detail the key project milestones and due dates in the table. A detailed project delivery Gantt chart as per sample provided in the Scoping Report Brief shall be provided in appendix 2. This should also include anticipated times for key subdivision milestones.

|  |  |
| --- | --- |
| **Key Project Milestone** | **Due Date** |
| 1 Acceptance of scoping report | Dates to be extracted from Gantt chart |
| 2 Signing of DCWSA |  |
| 3 ESR requirements |  |
| 4 ESR acceptance |  |
| 5 Signing of DCWA |  |
| 6 Contract award |  |
| 7 Contract commencement |  |
| 8 Final Takeover Inspection |  |
| 9 Project Practical Completion (PPC) |  |

# 18 Appendices

Appendix 1 Developers details – provide the developers contact details that are to appear in the Developer Constructed Works Scoping Agreement (DCWSA)

Appendix 2 **Updated** Project Gantt Chart

Appendix 3 WAPC Condition Approval

Appendix 4 Scoping Report Brief data – include all documents identified in the Scoping Report Brief for inclusion in report. **Do not attach entire Scoping Report Brief**

Appendix 5 **Updated** Project Environment Data Form

Appendix 6 **Updated** External Approval’s tracking spreadsheet

Appendix 7 **Updated** DAR template

Appendix 8 All plans as identified in the Scoping Report Brief, use WCX standard drawing template

Appendix 9 Geotechnical investigation report

Appendix 10 Topographical survey and location of services

Appendix 11 Cost Estimates

Appendix 11 Add further appendices to the report such as supporting plans, drawings, construction specifications and report extracts as required. Do not append complete reports if they are not relevant to this specific project