

APPENDIX 10 – CHECKLIST – ACDC SUBMISSION REQUIREMENTS

This checklist is intended as a helpful resource in the completion of as constructed plans in accordance with ACDC and North East Water submission requirements. For further information or feedback please contact the GIS team at GIS@newater.com.au.

- Submit a *Digital Data Licence Agreement and Digital Data Request* to info@newater.com.au. The return .dwg file will contain the most up-to-date block information and most recent version of the ACDC submission requirement document.
- Double click the common block located on the tab – ‘Plot-1’. Fields will appear for mandatory information to be added – review *Appendix 1* for more information.
- Draw the pipe/s, nodes and valves on the correct layers. The correct layers are in the template for you to select.
- Draw pipes in the direction of flow:
 - water service connections are to be drawn from the main into the boundary by 2m – the tie information will include the correct measurement
 - sewer service connections are to be drawn from the boundary to the main and are to be 4m inside the boundary. The tie information will include the correct measurement.
- Use the snapping tool to ensure that nodes and valves are in the right location, i.e. midpoint for pipes/mains and endpoints for valves. For more information, review *Appendix 2 & Appendix 3*.
- Water hydrants, service connections and changes in direction do not break pipes.
- Valves, junctions, manholes, maintenance shafts and reducers are to be inserted at end points.
- Do not copy and paste blocks from other areas. Attribute blocks are to be inserted into the as constructed plans to ensure the information is accurate.
- Enter LCODE values exactly as shown in *Appendix 4 & Appendix 5*, these codes are case sensitive. If an LCODE does not meet your requirements, please contact GIS@newater.com.au.
- Offsets are to be included on length of pipe more than 5 meters.
- Ensure chainage measurement is accurate for all sewer service connections – this is a mandatory field.
- Submit *Completion of Works Certification* to North East Water Project Manager or Land Development Supervisor along with the as constructed plans for approval (.dwg and pdf).
- As constructed plan validation and feedback will be provided by North Esat Water within 14 business days.