

Checklist 3

Pre-commencement meeting



This form should be completed and submitted to Council 5 days prior to pre-commencement site meetings. The Landscape Supervisor should only make the request when all of the documentation has been approved.

Subdivision:	Stage:		
Reserve:	Asset no:		
Address:			
Proposed start date	Approximate finish date:		
Landscape supervisor	M:		
Landscape contractor	M:		
Emergency 24h	M:		
Landscape pre-commencement checklist	Yes	No	Comment
Detailed landscape plans approved			
If works are to be undertaken within the road reserve after statement of compliance has been issued a traffic management plan in accordance with the <i>Road Management Act 2004</i> (and Code of Practice for Worksite Safety – Traffic Management 2010) must be submitted to Council two weeks prior to commencing works.			
Site risk assessment completed			
Tree protection fencing installed			
Temporary perimeter fencing installed			
Landscape specification and schedule of works – submitted to Council.			
Schedule of hold points/witness points submitted to council.			
Site set-out verified against approved plans			
Pre-commencement checklist complete			
Pre-commencement site meeting requested			

Office use only:

Officer	Date:
Attachments/trim	