

Checklist 4a

Practical completion reserves



Estate:		Stage		
Date:				
Address:				
Developer:				
Landscape Supervisor:		Mobile:		
Landscape Contractor:		Mobile:		
<p>All requirements set out in the approved landscape plans must be adhered to. Contact Council's landscape surveillance officer on 1300 787 624 for assistance. This checklist is to be used as a guide. Once initialled and submitted to Council, a practical completion meeting can be scheduled with Council's landscape surveillance officer. Practical completion will be granted at the discretion of the Council officer. If items in this list are installed and not deemed complete at practical completion by Council's landscape surveillance officer, a rescheduled meeting will be undertaken in the following month once the required remedial works are completed.</p>				
Item	Requirement	Inspected by LA or Developer Y/NA	Supporting Docs Submitted to Council Y/NA	Council Inspection S/NS
Fees and bonds	<p>A fee of 2.5% of the actual cost of landscape works must be paid for surveillance. This fee is required to be paid prior to practical completion being issued and is non-refundable.</p> <p>If not paid previously, payment of a maintenance bond is required prior to Practical Completion being issued. The maintenance bond is calculated at a value of 35% of the actual cost of all horticultural assets and 5% of all other costs (earthworks and hardscapes).</p>			
Drainage	All drains are clear of silt, debris and rubbish. No evidence of pooling or stagnant water			
Concrete path/ pavement	All concrete areas are clean, free from cracks, damage, trip hazards and installed to specification (photos may be required)			
Gravel path	All gravel paths have clean edges, no signs of erosion and free draining			
Edging	All edging is free from hazard and installed to suitable levels			
Fencing	All fencing is free from damage and treated as specified			
Bollards	All bollards are free from damage, installed to correct height, in suitable alignment and treated as specified			

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Practical completion reserves (cont.)

Item	Requirement	Inspected by LA or Developer Y/NA	Supporting Docs Submitted to Council Y/NA	Council Inspection S/NS
Seating	All seats are free from damage, installed and treated as specified			
Drinking fountain	Drinking fountain(s) are connected, functioning and free from damage			
Walling	All walls are free from damage and engineers certificate provided where appropriate			
Play space	All play space areas have undertaken a Risk Assessment Audit by a suitably qualified Independent Risk Assessment Auditor. This report is to be submitted to Council. If remedial works are required, a follow up assessment will be required once all works are completed and submitted to Council.			
Soft fall	All soft fall areas are free of hazardous material and are topped up to Council's satisfaction			
Softfall certification	Softfall certification has been submitted to Council			
Public art	Sign off from the engineer to verify that the artist has installed the artwork in accordance with engineering specifications			
Toilets	Certificate of compliance to be provided from licenced plumber			
Structural elements	All structural elements are free from damage and treated as specified			
Structural certification	Structural certification inspection documentation has been submitted to Council			
Structural signoff	Certificate of Final Completion has been submitted to Council			
Structural permit	Building permits and final certificates in accordance with the building regulations 2006 provided to Council (shelters over 10m2, retaining walls over 1m etc).			
Barbeque	All barbeques are installed correctly, free from damage, clean, connected and functioning			
Rock placement	All rocks are stable, free from sharp edges and are firmly fixed			
Litter and recycling bins	Bin stands are free from damage and contain two 240L wheelie bins			

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Practical completion reserves (cont.)

Item	Requirement	Inspected by LA or Developer Y/NA	Supporting Docs Submitted to Council Y/NA	Council Inspection S/NS
Tree planting	All trees are loosely tied with tree stakes, mulch bowls topped up and trees are showing signs of healthy growth			
Tree planting	All species are in accordance with approved plans/as constructed plans			
Garden beds	All garden beds are to be free of rubbish and weeds			
Garden beds	All species and densities are in accordance with approved plans/as constructed plans			
Mulch	All mulch areas are topped up to Council's satisfaction			
Grassed areas	Grass areas are installed as per the approved drawings			
Grassed areas	There is an even transition between grassed areas and adjoining hard surfaces			
Electrical works	Power is connected and certificate of compliance provided to Council			
Plumbing works	Water is connected and certificate of compliance provided to Council			
General	Site is clean, free from rubbish, weeds, and graffiti. Hardscape elements are as detailed, certified and free from cracks. Soft-scape elements are acceptable specimens and show healthy growth and vigour.			
General	The site is in accordance with the approved Landscape Construction Drawings, is ready for Practical Completion and the commencement of the maintenance period			
General	A complete set of as constructed drawings have been submitted to Council in CAD and PDF including A-SPEC data. Details on current A-SPEC requirements can be found at www.a-specstandards.com.au			
General	All relevant conditions of the associated planning permit have been met.			