

PRE-START MEETING CHECKLIST - LANDSCAPING

SUBDIVISION FILE NUMBER	
DATE OF INSPECTION	
PERSONS PRESENT AT INSPECTION	
LOCATION/STAGE/SECTION	

CHECKLIST ITEMS	CHECK COMPLETED			COMMENTS
	YES	NO	NOT REQUIRED	
Contact details between superintendent, Council and contractor been exchanged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has MOU for supervision responsibility been signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of construction plans approved by Council available for viewing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check whether there is an approved environmental management plan and its requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of works program been viewed by Council to plan inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are any works proposed in existing road reserve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes to above, has the contractors public liability certificate of currency been sighted and the traffic management plan accepted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have any special design requirements been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consent to proceed to next stage	<input type="checkbox"/>	<input type="checkbox"/>		

ADDITIONAL COMMENTS

COUNCIL REPRESENTATIVE NAME	
COUNCIL REPRESENTATIVE SIGNATURE	
DEVELOPER REPRESENTATIVE NAME	
DEVELOPER REPRESENTATIVE SIGNATURE	