

# ENGINEERING AND FACILITY SERVICES

## LANDSCAPE HANDOVER CHECK LIST



<b>Name of Subdivision / Stage / Package:</b>	<b>Council Inspection Date:</b>
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<b>Council File Reference:</b>	<b>WAPC Number:</b>
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<b>ATTENDEES</b>
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<b>Superintendent Name:</b>	<b>Title:</b>
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<b>Contractor Name:</b>	<b>Title:</b>
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<b>Council</b>	<b>Manager Operation Services:</b>	<b>Development Control:</b>
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	<b>Parks and Gardens</b>	<b>Landscape Architect:</b>
	<b>Other:</b>	

City of Busselton requests the Landscape Architect mark all items YES-NO-N/A and sign below prior to requesting a Statement of Compliance, to confirm all planning permit conditions for Engineering Works have been met and other Council prerequisites listed have been finalised.

No.	DETAILS	YES	NO	NA	COMMENTS / ACTIONS
1	At the end of the Maintenance Period the Developer advises that landscape areas are ready for Handover Inspection.				
2	Annual Maintenance and irrigation schedules received from the developer for review ( <i>irrigation schedule to include the average peak daily water requirement demands in January</i> ).				
3	Developer to provide bore and pump efficiency test results for all bores and pumps.				
4	Comment provided to developer on Maintenance and Irrigation schedules, water usage, and efficiency tests.				
5	Amended Maintenance and Irrigation schedules water usage, and efficiency test information for final approval received.				
6	Maintenance and Irrigation schedules, water usage, and efficiency test results approved.				
7	Confirmation in writing of Department of Water's licence transfer of water allocation to the City received.				
8	Proof of right of access for the City to the water source received from developer.				
9	Proof access is registered with Department of Land received from developer.				
10	Handover Inspection of Landscape Works carried out by Landscape Architect, Developer's Representative and when required Parks Officer.				
11	Handover Inspection of irrigation works including Water Supply infrastructure carried out by City irrigation specialist and Developer's Representative.				
12	List of defects of Landscape Works prepared by Landscape Architect and/or Developer's Representative.				

13	List of irrigation and water supply infrastructure defects prepared by City irrigation specialist and/or Developer's Representative. <b>(REFER ITEM 30 FOR TASKS WHEN DEVELOPER FAILS TO RECTIFY DEFECTS)</b>				
14	Landscape Architect notified by developer that defects have been rectified.				
15	City irrigation specialist notified by developer that defects have been rectified.				
16	2 <sup>nd</sup> Handover Inspection of Landscape Works carried out by Landscape Architect, Developer's Representative and when required Parks officer to ensure all defects are rectified.				
17	2 <sup>nd</sup> Handover Inspection carried out by City irrigation specialist and Developer's Representative to verify irrigation and water supply infrastructure defects have been rectified.				
18	<i>Final Inspection Handover Checklist completed.</i>				
19	All developer's covenants have been complied with in the Landscape Agreement.				
20	Developer informed Handover has been achieved.				
21	At the time of Handover inform, Asset Management, Land and Infrastructure for processing Management Plans, Development Control and Parks Operations.				
22	Finance is instructed to return the maintenance bond to the developer.				
23	Handover data included on the Development Control Subdivision spreadsheet.				
24	Developer provides As Constructed drawings of landscape works and irrigation works/water supply infrastructure (in O spec format).				
25	Ensure Asset Management, City irrigation specialist and Parks Operations receive As Constructed drawings of Landscape works and irrigation works/water supply infrastructure.				
26	Parks Operations Manager informs responsible co-ordinator that POS is now the City's to manage and maintain.				
27	Parks Operations co-ordinator updates schedules, programs, budget etc. so that service includes new POS and advises staff.				
28	Asset Management notifies as required relevant co-ordinators that POS is now managed and maintained by the City.				
29	Asset Management updates relevant Asset registers.				
30	<b>TASKS WHEN DEVELOPER FAILS TO RECTIFY DEFECTS:</b>				
	Developer, Legal Services and Planning notified that the Maintenance Bond will be applied towards the cost of the rectification works by the City.				
	Permission given by the developer for the City to enter the land to carry out rectification works				
	Notify Manager, Operation Services that defect items are now the City's responsibility to rectify using the bond monies.				

	Parks Operations rectify defect items and notify Landscape Architect and Finance that the works are completed and the cost of the rectification works.				
	Developer notified works are complete and the cost of the rectification works.				
	Landscape Architect (or City irrigation specialist) and Developer's Representative inspect the rectification works.				
	Finance returns the remaining balance of the Maintenance bond to the Developer.				
	Developer informed Handover has been achieved				
I confirm that the above statements are correct to the best of my professional knowledge based on paper works and a site inspection (if applicable) made on (date) ..... I request Council to issue end of defects liability period (EDLP).					
<b>Signed by Superintendent/Consultant:</b>					<b>Date:</b>
I confirm that joint site inspection was completed with the superintendent and above subdivision is ready for end of defects liability period (EDLP) INSPECTION and issue of EDLP letter.					
<b>Signed by Construction Supervisor:</b>					<b>Date:</b>