

# Subdivision start-up meeting checklist

Date:        /        /

Developer \_\_\_\_\_

Consultant \_\_\_\_\_

Contractor \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Prior to the commencement of the subdivision construction activities, the City of Swan requires the following conditions to be implemented:

- WAPC / Subdivision approval
- Urban Water Management Plan, if applicable
- City of Swan approved drawings, including latest City of Swan Standard Drawings
- Construction Management Plan, including:
  - o Dust, noise and vibration management
  - o Traffic management plan and haul routes
  - o Safety and environment
  - o Dilapidation requirements
  - o Complaints register
  - o Correspondence to residents
  - o Hours of operation
  - o Contact details of key personal
  - o Compound signage and site safety requirements.
- City of Swan Building Licence for retaining walls
- Site Meeting Minutes and Construction Program to be forwarded to the City
- Maintenance access must be provided for all trash-rack locations
- All parking bays must be line marked, or brick paved in contrasting header course
- All trees must be protected and preserved where possible
- CCTV camera inspections

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- A pre-inspection must be carried out prior to requesting a Works Completion Inspection to verify the works are ready for final inspection
- The Consultant must submit the latest drawings and completed Asset Handover Form requesting a Works Completion Inspection
- All Quality Assurance must be submitted to the City as per the subdivision approval letter
- Roads must be swept at the completion of the 12m Defect Liability Period
- Any remedial works must be completed prior to the maintenance bond being returned.