

# Subdivision Landscape Works Construction Checklist and Hold-points



Project Details	
Estate / Stage:	Pre-comm Date:
Landscape Architect Company:	Contact Name: Number:
Landscape Contactor Company:	Contact Name: Number:
Anticipated start date:	Anticipated completion date:
Pre-commencement meetings are required for all projects. Where there are delays in commencing works of more than 3 months from the initial pre-commencement meeting, site conditions may have changed, and another pre-commencement meeting maybe required. Please contact Council's Subdivision Landscape Surveillance Officer if this situation arises.	

Pre-commencement Checklist	
The following documents if applicable must be sent through to the Landscape Surveillance Officer after the pre-commencement meeting and <b>prior to works starting on site.</b>	Tick
Ensure current Council endorsed plans and specifications are being used	
Confirm that civil works have been completed (Landscape works are not to commence if civil works are not confirmed as being finished).	
Works program/ timeline	
Site fencing and site office location discussed	
Dilapidation report	
Traffic management and Safe Work plans (for record only, not approval)	
<b>Consent to work within a Hume City Council Road Reserve Permit</b> This application form is provided at plan approval. The permit is valid for two years and can cover multiple stages that have approved landscape plans. Stages must be under the same Planning Permit.	
Environmental management plan (for record only, not approval)	
Arborist report for existing trees onsite for retention or removal	
Existing trees TPZ extent identified, fenced and exclusion requirements understood	
Existing Environmental or Conversation areas that abut or are near site extent of works are identified, fenced and exclusion requirements understood	
Tree stock secured for the project. No substitutes to be made unless otherwise discussed and agreed with the Landscape Officer	
Grass requirements discussed. If Hydroseed is being used 80% consistent coverage and minimum first cut must be achieved prior to PC/On Maintenance	
All nature strips abutting reserves or Council-managed areas shall be included with the extent of works	
Building permits and structural engineering compliance discussed and understood	
Check maintenance access point, bollards and/or fences installed "by others"	
Hold points discussed and understood (see page 2)	
On Maintenance/Practical Completion requirements discussed and understood	
<b>On-Maintenance inspections will not be held between 1<sup>st</sup> November and 31<sup>st</sup> March.</b>	

<b>Construction Hold-points</b>		
<p>The following hold points during construction are to be checked by the Landscape Surveillance Officer. <b>A minimum of 48 hours' notice is required for all hold points</b></p> <p><b>Failure to notify Landscape Surveillance Officer of any hold points may result in delay of the stage being put on to maintenance</b></p>		Tick
<b>Site Preparation</b>	Existing trees to have TPZ Fencing installed before any works commence on site	
	Works undertaken on existing trees by a qualified Arborist	
	Environmental and Conservation areas fenced off before any works commence on site	
	General site set out	
	Soil preparation (including soil testing, amelioration, and top soiling)	
	Site grading (maximum grade for any grassed areas is 1:4)	
<b>Drainage</b>	Inspection of drainage trenches and pipe runs prior to backfilling	
	Installation of pits	
	Ensure appropriate material is being used for back filling	
	Connection of pipes to the stormwater pits	
<b>Water connections &amp; Plumbing</b>	Rough in stage showing open trenches with appropriate pipes in place for all water elements (ie drinking fountains and water play items)	
	Inspection of the connection to the water meter and to the drinking fountain and or water play element	
	<b>Note all plumbing work must be carried out by a license plumber and all certificates sent to Council upon completion</b>	
	The Water Authority will sign off on the water meter installation. Please forward the water compliance certificate from the Water authority to Council upon completion. Water meter must be a concrete slab and enclosed in a lockable metal perforated cage	
	Please note it is a Council requirement to have a testable backflow prevention device installed on the water meter.	
<b>Electrical</b>	<b>Note all electrical work must be carried out by a licensed electrician and all certificates sent to Council upon completion.</b>	
<b>Irrigation system</b>	Layout & 'rough in stage'	
	Commissioning test once installed	
<b>Playgrounds</b>	Set out and installation checked	
	Soft fall sub surface drainage checked	
	Softfall Mulch: delivery supply documentation and certification required confirming compliance with <b>AS4454 Composts, soil conditioners and mulches</b> , and <b>AS 4422:2016 Playground surfacing – specifications, requirements and test methods</b> .	
	Softfall Rubber: Certificate of compliance required confirming compliance with <b>AS4422:2016</b> .	
<b>Trees</b>	Tree set out. Tree mulch bowls in reserves must be at least 3m apart and 3m from garden beds or fixed structures to allow for mowing	
	Inspection of excavated holes and planting technique	

	Inspection of tree stock prior to planting Trees must meet <i>AS2303:2018 Tree stock for landscape use</i> <b>A water truck must be on site during planting (Trees &amp; Garden beds)</b>	
<b>Garden beds</b>	Set out of plants. Ensure appropriate offset from paths	
	Inspection of plant stock prior to planting	
	Mulch: delivery supply documentation and certification required confirming compliance with <i>AS4454 Composts, soil conditioners and mulches</i> .	
<b>Fencing and maintenance access</b>	Set out of all bollards and fencing confirmed	
	Maintenance access location points (gate or removable bollards) confirmed in line with existing site conditions	
<b>Concrete Paths, slabs &amp; footings</b>	Concrete sub-base, form work, reinforcement and jointing in place	
	Footings and pavement areas larger than 3m wide inspected and signed off by a structural engineer	
	Ensure correct MPa is being used (all paths must be 32MPa)	
<b>Structures &amp; retaining walls</b>	Ensure building works inspected by building surveyor and building permit in place	
	All relevant documents from the building surveyor / engineer must be sent to council upon completion of the project.	
<b>Other</b>	Sample of rockwork for stone walls or rock beaching	
	Feature landscape rock/log set out and installation checked	
<b>Specific hold points for your project not covered on this list will be raised and discussed at the pre-commencement meeting.</b>		
<b>On-Maintenance / PC Site Inspection</b>		
The Site Superintendent must contact the Council Representative to arrange for an inspection when all works have been completed in accordance with the approved plans. A minimum of 3 working days' notice must be provided and the following parameters, if applicable, must be met to achieve Council On-Maintenance/ PC. <b>Please submit the below checklist when booking in a PC site inspection.</b> <b>On-Maintenance/PC will not be issued between 1<sup>st</sup> November and 31<sup>st</sup> March.</b>		
<b>Documentation to be provided</b>		
As constructed landscape drawings (PDF and O-Spec – Esri Shape file. All data must be georeferenced with a projection EPSG:7855 – GDA 2020 / MGA Zone 55.)		✓
Irrigation as built plans showing location of all components (PDF and O-Spec – Esri Shape file. All data must be georeferenced with a projection EPSG:7855 – GDA 2020 / MGA Zone 55.)		
Irrigation manuals and warranties and an operational run through of the irrigation system		
Tree and plant delivery dockets		
Arborist report for planted tree stock if applicable		
Hydro seed delivery docket		
Soil test reports (imported and/or site soil) and evidence of amelioration material		

Certification of garden bed mulch including delivery dockets, confirming compliance with <i>AS4454 Composts, soil conditioners and mulches</i> .		
Building permit and certificate of compliance (engineering) for all built structures		
Structural certification (of design & construction) for built structures that are not covered under a building permit		
Licensed Plumber to provide certificates and details of all plumbing work installed, including <ul style="list-style-type: none"> <li>o Type/make of <u>testable</u> back flow prevention device</li> <li>o Type/make of water metre</li> </ul>		
Back flow prevention report (Requirement that device is testable). Report to be provided to HCC at on-maintenance, at 12 months, and prior to handover.		
Water tapping compliance certificate. Account must be addressed to <ul style="list-style-type: none"> <li>o <b>Hume City Council, C/o Developer, Developer Address.</b></li> </ul>		
Electrical compliance certificate. Account must be addressed to <ul style="list-style-type: none"> <li>o <b>Hume City Council, C/o Developer, Developer Address</b></li> <li>o <b>New electrical connections must be allocated to the State Purchase Contract with AGL for 100% Green Power (not with a standard AGL contract)</b></li> </ul>		
Completed independent playground audit		
Certification for softfall mulch confirming compliance with <i>AS4454 Composts, soil conditioners and mulches</i> , and <i>AS 4422:2016 Playground surfacing – specifications, requirements, and test methods</i> for softfall mulch and rubber.		
Playground manuals and warranties		
All furniture manuals and warranties		
Drinking fountain manual and warranties		
BBQ and toilet manual, warranties, and cleaning program		
<b>On maintenance letters will only be issued once all documentation has been received</b>		
<b>On-Maintenance / PC Site Inspection checklist</b>		
Item/ Area	Requirement	✓
<b>Planted Trees</b>	Species and quantities in accordance with endorsed plans	
	Locations in accordance with endorsed plans and appropriate offsets	
	Securely staked and tied	
	Correctly planted with top of root ball level with surface	
	Well-formed soil berm and mulch bowl at least 1m in diameter and 200mm in depth	
	The mulch is clear of the trunk of the tree	
	Trees are of sound structure and display good health and are free of pests and diseases	
Where die back, leaf burn, windburn, vandalism etc has occurred, trees are to be monitored for recovery or replaced where necessary		
<b>Garden beds</b>	Plant species and quantities in accordance with endorsed plans	
	Garden beds free from weeds and rubbish	
	Mulched throughout to a minimum 75mm in depth	
	Mulch not encroaching onto path	
	Edges clearly defined – spade edge formed correctly	
<b>Lawn areas</b>	All plants displaying good health, free of pests and diseases	
	Instant turf or a minimum 80% cover with hydro seed	
	First cut undertaken and grass height between 40-70mm	
	No weed or bare patches >1m <sup>2</sup>	
	Free of rock, rubbish, and weeds	

	Maximum slope for mowing requirements 1:4 All nature strips abutting reserves or Council-managed areas shall be included with the extent of works.	
<b>Wetland &amp; other water bodies</b>	All wetland systems and surrounds are free of weeds and rubbish	
	No wetland system is to include <i>Typha</i> sp. (Combungi) or <i>Cyperus involucratus</i> (Umbrella Sedge)	
	Inlets are adequately rocked to prevent erosion around pipes and infrastructure	
	Water body safety audit completed, and requirements met	
	Plant species, quantities, and locations in accordance with endorsed plans	
	All plants displaying good health, free of pests and diseases	
	Set out as per endorsed plans	
<b>Playground &amp; exercise equip</b>	Soft fall mulch a minimum depth of 300mm and free of weeds and rubbish	
	Completed independent playground audit submitted	
	Warranties and manuals submitted	
	Located in accordance with endorsed plans	
<b>Paths &amp; concrete areas</b>	All form work removed	
	Saw cuts completed	
	Level and free from potholes and cracks	
	Clear of weeds, rubbish, and mulch	
	Material as per endorsed plan	
<b>Tuscan/ gravel areas</b>	Material has been compacted	
	Level and free of weeds and rubbish	
	Installed with dynabolts and shear nuts	
<b>All Furniture</b>	Installed as per manufacturer's offsets	
	Location and materials as per endorsed plans	
<b>Bollards &amp; fencing</b>	Level and straight	
	Cleaned (no concrete on or near by)	
	Gates locked	
	Removable bollard installed and locked	
	Drinking fountain operational	
<b>Drinking fountain</b>	Testable back flow device installed	
	Water meter on a slab with locked caged	
	Anti-graffiti coating applied	
<b>Structures</b>	All components of system are functional	
<b>Irrigation system</b>	Automatic controller stations have been set to seasonal settings	

**Please sign below to acknowledge understanding and acceptance of the above information.**

Signature (Site contractor) ..... Date.../.../...

Signature (Landscape Architect) ..... Date.../.../...