

Subdivisional Development Landscape Works Handover Requirements



Project Details	
Estate /stage:	Inspection date:
Landscape Architect Company:	Contact Name: Number:
Landscape Contactor Company:	Contact Name: Number:

Pre-handover Inspection checklist
<p>A pre-handover and a final handover inspection is required at the end of the maintenance period. A pre-handover inspection can be arranged up to 1 month prior to the anticipated handover date. The below checklist must be completed and returned with site photos prior to booking an inspection</p> <p>Please note that no handovers will not occur between 1st November and 31st March</p> <ul style="list-style-type: none"> Partial handovers of stages <u>will not</u> be accepted Replacement planting must be done during the planting season between April and October. Any replacement planting that occurs within 3 months of handover may be subject to an extended watering/establishment period at Council's discretion.

Item/ Area	Requirement	✓
Trees	Tree species, quantities and locations in accordance with the as built plans	
	Tree stakes must be removed unless directed by the Council Representative	
	Mulch bowls at least 1m in diameter and 200mm in depth well-formed and free from weeds and rubble	
	Trunk of the tree clear from mulch and suckering material	
	Trees are of sound structure and display good health and are free of disease and pests	
	Dead, diseased, poor form or missing trees have been replaced as required and maintained for an extended maintenance period as determined by Council	
	The rootball of all trees (planted more than 12 months previously) does not move. Any tree where movement occurs should be replaced	
Garden beds	Free from weeds and litter	
	Mulched throughout to a minimum 75mm in depth and no soil clods evident on top	
	Garden bed edges are clearly defined with no material encroaching on surrounding path or lawn areas	
	All shrubs and groundcovers are displaying healthy and vigorous growth	
	Garden beds have a minimum 90% canopy coverage	
	Any dead, diseased or missing plants have been replaced a minimum of three (3) months prior to handover. Proof of planting date is provided.	
Lawn areas	Grass is displaying even, healthy vigorous growth and must have coverage of minimum 95%.	
	Grass is no longer than 100mm and no shorter than 40mm.	
	Grass is free of pests, diseases and weeds	
	If a broadleaf spray is required prior to handover then weeds must be dead before final handover can occur	

	No weed or bare patches >1m ²	
	Low lying edges of paths, wheel ruts or low areas in grass to be top dressed	
	free of rock, rubbish and weeds	
	Nature strips to reserves included	
Irrigation Systems	Audit must be booked in and undertaken with Council's Irrigation Officer	
	Drip lines must all be covered	
Tuscan/ gravel areas	Level free from ruts and weeds	
	Edging intact	
Paths & concrete areas	Level and free from cracks and holes	
	Clear of litter, weeds and mulch	
	Control joints free of weeds	
All Furniture	Secured to the ground and fixings intact	
	All battens secured	
	Free of graffiti	
Bollards & fencing	All bollards in place and secure	
	Fencing in place and secure	
Drinking fountain	Drinking fountain clean & operational	
	Back flow test submitted (must be dated within 2 months of the handover date)	
Built Structures	Clean free from graffiti and all in good order	
Wetland & other water bodies	Plant species, quantities and locations in accordance with as built plans	
	All wetland systems and surrounds are free of weeds and litter	
	No wetland system is to include Typha sp (Combungi) or Cyperus Involucratus (Umbrella Sedge)	
	All planting, including aquatic and ephemeral plants are established and display good health.	
	All protective netting has been removed as directed by the Council	
Please sign below to acknowledge understanding and acceptance of above		
Signature (Site contractor)		Date.../.../...
Signature (Landscape Architect)		Date.../.../...