

Subdivision Contractors Final Inspection Checklist

(To be completed by contractor)

Development Application No.	<input type="text"/>
Subdivision Works Certificate No.	<input type="text"/>
Contractor	<input type="text"/>
Address/Location	<input type="text"/>

This form is to be completed and submitted to Council by the subdivision works contractor prior to the Final Subdivision Works Inspection date.

Part A - Documents Required to be Submitted

The following documents must be submitted to Council for review minimum five (5) working days prior to the final inspection date:

- (i) Registered Surveyor Stamped Works as Executed (WAE) plans including details of constructed pavement designs,
- (ii) CCTV footage and a written report of all constructed stormwater of drainage lines (excluding inter-allotment lines),
- (iii) Quality compliance reports of all construction material used in the subdivision construction works e.g. Sandstone, DGB20, AC10, Drainage pipes, precast pits, filling sand, concrete etc.,
- (iv) Geotechnical Test Reports of roads and lot compaction,
- (v) Structural Certification of all structural concrete elements e.g. retaining walls height > 600mm, pits depth greater than 3000mm.

Part B - Checklist of subdivision works to be inspected by Contractor prior to Final Inspection

It is the contractor's responsibility to ensure that all works included but not limited to those in this checklist are completed to Council's specification. Note that the completion of this checklist does not guarantee a satisfactory final inspection by Council.

1.0 Road Pavement

Yes/No/NA

- 1.1 Pavement cleaned, swept and washed where required.
- 1.2 Gouges or failures repaired with AC. Cold Mix repairs will not be accepted.
- 1.3 Pavement joints or cracks are sealed with approved crack sealer.

2.0 Kerb and Gutter

Yes/No/NA

- 2.1 Kerb and gutter clean, swept and washed as required.
- 2.2 Any bay of kerb & gutter or laybacks with two cracks or more have been replaced (minimum ½ bay replacement is required).
- 2.3 Any bay of kerb & gutter with displaced crack or crack equal to or greater than 1mm in a bay has been replaced (minimum of ½ bay replacement is required).
- 2.4 Any bay with large chips or gouges (>100mm approx.) has been replaced (minimum of ½ bay replacement is required).
- 2.5 All silt socks and fabric have been removed from grates and gutter.
- 2.6 All kerb stormwater outlets clean.

3.0 Stormwater Drainage/ Swale/ GPT/ Kerb Lintel/ Grates/ Pits

Yes/No/NA

- 3.1 All pits benched (no ponding of water) and washed clean.
- 3.2 All pits, pipes and lintels rendered.
- 3.3 All pipes cut flush with the pit walls.
- 3.4 All step irons installed in pits greater than 1.2m deep.
- 3.5 All GPT units cleaned.
- 3.6 All CDL (inter-allotment drainage) pits, stormwater pits and GPT units will be open for final inspection.
- 3.7 All subsoil flushing points checked and cleaned.

4.0 Footpath / Cycleways / Pram Ramps

Yes/No/NA

- 4.1 All service pit lids cleaned and seated flush to the path surface.
- 4.2 All pram ramps with cracks or uneven joints replaced.
- 4.3 All verges are to be safe and free of trips and slips hazards.
- 4.4 All footpaths and shared paths expansion and contraction joints in place.

If constructed:

- 4.5 All footpaths swept and washed clean.
- 4.6 All mastic joints trimmed flush to the path surface.
- 4.7 Any cracked, damaged or displaced panels replaced.
- 4.8 All shared path / cycleway signs and line marking completed.

5.0 Signage and Line Marking

Yes/No/NA

- 5.1 All traffic control signs and lines installed to Council Local Traffic Committee (LTC) approved plans.
- 5.2 All street signs are installed.
- 5.3 Guide posts and bollards installed where required as per approved plans.

6.0 Council Road and Public Reserves Stabilisation

Yes/No/NA

- 6.1 Minimum of a single strip of turf (400mm wide) to be laid along the kerb and show healthy growth.
- 6.2 All ruts repaired and dead turf replaced.
- 6.3 All final level subdivision work surface must be stabilized with minimum 100mm thick of topsoil and spray grassed.
- 6.4 All road verges must be graded to fall from the lot boundary to back of kerb at 3% in accordance with approved subdivision plan.

Note: Stabilised is either turfed or substantial coverage of sprouted grass, topsoil must be of a fine consistency and of a high quality.

7.0 Building Lots

Yes/No/NA

- 7.1 All building lots neatly graded with all rubbish, stockpiles, construction material, large rocks removed.
- 7.2 All building lots top dressed and stabilised with 50 to 100mm topsoil and spray grassed.
- 7.3 Safety fence/barricades installed along retaining structures where fall is >1.0m in height.
- 7.4 All lots pegged with Lot numbers and Lot numbers marked on kerb face.

8.0 Retaining Walls

Yes/No/NA

- 8.1 All retaining walls completed as per approved plan.

9.0 Services

Yes/No/NA

- 9.1 All lots serviced with essential service provision: water, sewer, electricity, NBN and gas (where applicable).
- 9.2 Electrical substations (if proposed) completed.
- 9.3 Street lighting installed as per approved plan.

10.0 Water management basins

Yes/No/NA

- 10.1 Detention basins constructed to approved plan.
- 10.2 Any earth embankment completed and grassed over 100mm of topsoil.
- 10.3 Tail out works completed to approved plans, specifically ensure the channel batter is graded and stabilised with grass.
- 10.4 Perimeter safety fence and access ramp and lockable gate installed
- 10.5 Flood hazard signage installed along four sides of the basin fence.

11.0 Others

Yes/No/NA

- 11.1 Site office and all waste materials removed from the site.
- 11.2 Any Erosion and Sediment Control measures required to be retained to be suitably reinstated.
- 11.3 Battle Axe driveways (if proposed) constructed with Subdivision Works.
- 11.4 All denuded areas to be stabilized with mulch or seeding over 100mm of topsoil.
- 11.5 Any damages or disturbance to existing public assets must be repaired and cleaned to pre-existing state.

12.0 Landscaping

Yes/No/NA

12.1 Street trees installed to approved species in accordance with approved plan.

13.0 Additional Comments

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I _____ confirm that all subdivision works associated with
(Name)

DA / have been completed to Hawkesbury City Council Specification.

Date: _____

Signature: _____

Position: _____

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