

ENGINEERING AND FACILITY SERVICES LANDSCAPE PRACTICAL COMPLETION CHECKLIST



Name of Subdivision / Stage :	Developer:
Landscape Consultant :	WAPC Reference Number:
	City Application Number:

ATTENDEES

Developer's Representative Name:	Title:
Contractor's Name:	Title:
Council Manager Operational Services: _____	City Landscape Architect: _____
Parks & Gardens: _____	City Irrigation Specialist: _____
Other: _____	

City of Busselton requests the developer confirm, prior to the inspection, that all works applicable to this Practical Completion Inspection have been satisfactorily completed.

No.	DETAILS	YES	NO	NA	COMMENTS / ACTIONS
1	Developer confirms all landscape works are complete according to the endorsed landscape plans and ready for Practical Completion Inspection.				
2	Developer confirms all irrigation works including Water Supply infrastructure are complete according to the endorsed irrigation plans and ready for Practical Completion Inspection.				
3	Practical Completion Inspection of Landscape Works carried out by City Landscape Architect, Parks Operations officer and Developer's Representative.				
4	Practical Completion Inspection of irrigation works including Water Supply infrastructure carried out by City irrigation specialist and Developer's Representative. (REFER ITEM 15 FOR TASKS WHEN DEVELOPER FAILS TO RECTIFY DEFECTS)				
5	List of defects prepared by City Landscape Architect and/or Developer's Representative.				
6	List of irrigation and water supply infrastructure defects prepared by City irrigation specialist and/or Developer's Representative.				
7	City Landscape Architect notified by developer that defects have been rectified.				
8	City irrigation specialist notified by developer that defects have been rectified.				
9	2 nd Practical Completion Inspection carried out by City Landscape Architect, Parks Operations officer and Developer's Representative to verify landscape defects have been rectified.				

10	2 nd Practical Completion Inspection carried out by City irrigation specialist and Developer's Representative to verify irrigation and water supply infrastructure defects have been rectified.				
11	Developer informed Practical Completion has been achieved and Maintenance Period has commenced from the date of Practical Completion.				
12	At the time of Practical Completion inform Development Control and Parks Operations.				
13	Finance is instructed to return the outstanding works bond to the developer.				
14	Developer to submit to the City as a minimum 'As Constructed' landscape and irrigation drawings in O spec including shape file format and also any other relevant information				
15	Practical Completion data included on the Development Control Subdivision spreadsheet.				
16	TASKS WHEN DEVELOPER FAILS TO RECTIFY DEFECTS:-				
17	Developer, City Legal Services and Planning notified that the Outstanding Works Bond will be applied towards the cost of the rectification works by the City.				
18	Permission given by the developer for the City to enter the land to carry out rectification works.				
19	Notify Manager, City Operations Services that defect items are now the City's responsibility to rectify using the bond monies.				
20	Parks Operations rectify defect items and notify City Landscape Architect and Finance that the works are completed and the cost of the rectification works.				
21	Developer notified works are complete and the cost of the rectification works.				
22	City Landscape Architect (or City irrigation specialist) and Developer's Representative inspect the rectification works.				
23	Finance returns the remaining balance of the Outstanding Works bond to the Developer.				
24	Developer informed Practical Completion has been achieved and Maintenance Period has commenced from the date of Practical Completion.				

Submitted by:

Landscape Consultant	Name:	Title:
	Signature:	Date:

Checked and Verified by:

City Landscape Architect	Name:	Title:
	Signature:	Date: