

CONSTRUCTION PROCESS & CHECKLIST

STEP 1 SITE HANDOVER

Once Council approved your plans, the following must take place:

- ✓ The Owner of the site must schedule a site-handover meeting with FEFA.
- ✓ The meeting must be attended by a FEFA representative, the Principal Contractor, and Owner (if available), the appointed Architect, and the FEFA panel Architect.
- ✓ The owner (if not available) must submit a power of attorney appointing his/her principal contractor/agent as his/her representative.
- ✓ A building deposit must be paid before any construction work commences on the site.
- ✓ The owner and building contractor must complete the Contractor Protocol Agreement and submit the document to FEFA.
- ✓ The builder must submit a portfolio for scrutiny and final approval by the ADRC.
- ✓ Contractor & Workers
 - o ID/Permit documents for each worker must be submitted to FEFA.
 - o Each worker will be fingerprinted.
 - o Criminal Checks will be done.
 - o Workers must be dropped off by the contractor on the construction site and collected from the site.
 - o No workers are allowed to wander off-site.
- ✓ All Sub-Contractors and Service Providers must be registered with FEFA and must sign a Subcontractor/Service Provider Agreement Protocol with FEFA prior to being permitted onto the estate.
- ✓ The building contractor must be registered with the Master Builders Association (MBA) and National Home Builders Registration Council (NHBRC).
- ✓ Building Contractors and Owner Builders will pay a monthly estate access Levy for each of their sites for the duration of the construction period (from site handover date until the date the contractor removes his workers, equipment, construction boards and no longer have access to the site).
- ✓ Documents as per the Checklist on the last page of this must be submitted to FEFA before the site handover meeting.

STEP 2 CONSTRUCTION PHASE

The following must be in place:

- ✓ A full set of Council approved plans must always be kept on site and be available during construction.
- ✓ A Safety File must always be available on-site.
- ✓ All national safety requirements must be abided by.
- ✓ A safety board must be installed on-site.
- ✓ A Professional Notice board must be at the main entrance of the site 3 working days before the start of construction.
- ✓ Site office
- ✓ Ablution facilities must be installed and screened off.
- ✓ Designated first-aid area.
- ✓ Material storage area
- ✓ Refuse area (this area must be fenced off with shade cloth if the rubble area is visible from the main road). Note Point 8 of the Building Contractor Protocol.
- ✓ The disposal of building rubble is not permitted anywhere on the estate other than under the following circumstances:
 - o Permitted with approval from FEFA in the construction of any building on your property, but it must be covered up immediately after inspected by FEFA to ensure that no unauthorised material is used as a filler.
 - o The use of building rubble must (1) be indicated on the architectural submission drawings to FEFA and (2) only be under the building footprint.
 - o Using rubble or refuse as a filler on our farmland is strictly prohibited.
 - o Building rubble and other refuse must be removed from the Estate to an approved dump or waste management site.

PLEASE NOTE

- No construction of building platforms/earthworks may commence until site handover post-Council approval or FEFA written approval was received by the owner.
- Any deviations from the ADRC-approved drawings are to be submitted to the ADRC before any changes are implemented on-site.

- Variations should be clouded and be accompanied by a list of changes. This applies to external structural and aesthetic changes only, for example, height increases, the addition or omission of windows, and changes to external paint colours or finishes.
- The variations should be approved by the ADRC prior to being implemented on-site. All construction will be checked by the ADRC and any unapproved variation between the approved plans and Council-approved plans may have to be rebuilt.
- The owner takes full responsibility for any/all changes undertaken during construction.
- All building works (including clearance, clean-up, and vacation of the site by all contractors) are to be achieved within **12 months** of initial site handover to the relevant main contractor or contractors.

DOCUMENT CHECKLIST

The following documentation is required at least 3 working days prior to the anticipated Site handover date:

	The certificate of Site handover. Part a fully completed and signed by the registered owner.
	A copy of the Local Authority approved Building plan and Approval letter.
	Copy of Title Deeds (not the draft copy) and proof of transfer.
	Copy of approved S.G Diagram.
	Copy of the Surveyor's Beacon Certificate (not older than 3 months)
	Copy of the Building Contractor's Contract with the owner.
	Copy of the Debit order form, fully completed by the Building Contractor. (For road damage levy please attach proof of banking details not older than 3 months)
	Copy of the Debit Order form, fully completed by the Owner
	Copy of the Contractors' Insurance Certificate
	Copy of the Contractors' Site Establishment Plan.
	A copy of the Environmental Management Plan for the specific project (if needed).
	A copy of the approved Stormwater Management and control during construction.
	A copy of the Earthworks plan.
	A copy of the Building Contractor's NHBRC Certificate. (Please note: the expiry date must be during the specific contract.)

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Proof of the project registration with the NHBRC.

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Copy of the Environmental clearance for removal or trimming of any trees on site

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Site Safety File