



CERTIFICATE OF SITE HANDOVER TO PRINCIPAL BUILDING CONTRACTOR

NEW DEVELOPMENT

Please note that this document must be completed in full, and all supporting documents must be attached. Failure in completing this document in full and attaching supporting documentation will result that the site will not be handed over to the Principal Building Contractor for construction work to commence.

A. Site Number: Street Address:
Registered owner: Signature:

THE NAME OF THE OWNER TO BE THE SAME AS INDICATED ON THE DRAWINGS AND APPLICATION FORM – SUBMIT A POWER OF ATTORNEY IF NOT SIGNED BY OWNER

Architect / Building designer:	E-Mail:
Principal Contractor: Tel. No.:	E-Mail:
Foreman/Site agent: Tel. No.:	E-Mail:
Engineer: Tel. No.:	E-Mail:
Land Surveyor: Tel. No.:	E-Mail:
Quantity Surveyor: Tel. No.:	E-Mail:
Landscape Designer: Tel. No.:	E-Mail:
Landscape Contractor: Tel. No.:	E-Mail:
Environmental Control Officer: Tel. No.:	E-Mail:

B. THE FOLLOWING QUESTIONS MUST BE COMPLETED ON-SITE BY HOA

- a) Has the boundary pegs been located and pointed out by HOA: Yes / No
- b) Are they flagged? Yes / No
- Land Surveyor's Certificate attached: Yes / No Date of certificate:

- What stormwater control is being implemented during construction:
 - Silt fences (3 x rows) along all lower extremes of the site- 100mm under the ground, 300mm above ground staked at 1m intervals:
 - Topsoil earth berm - 1st 3 inches of the topsoil to be scraped and formed into a loosely placed windrow along the lower extremes of the site:
 - All embankments are to be grassed with strip sods within 7 -working days of the finalization of these embankments:
- The platform is to be tilted with a back-fall to reduce the volume of run-off off the platform
- Water connection located: Yes / No Water application made: Yes / No
- Water meter No.:

I, the Contractor/Owner on Portion _____ confirm that I am responsible for the waterline from the water meter to the property. I, the Contractor, understand that I will be responsible for any repairs/water loss from the water meter to the property and I will ensure that I have sufficient insurance thereof.

SITE HANDOVER CRITERIA

The Fairview Estates Farmers Association requires the following documentation and procedures to be followed prior to a site being handed over for construction.

SITE HANDOVER AFTER APPROVAL OF BUILDING PLANS

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

1. The certificate of Site handover. Part a fully completed and signed by the registered owner.
2. A copy of the Local Authority approved Building plan and Approval letter.
3. Copy of Title Deeds (not the draft copy) and proof of transfer.
4. Copy of approved S.G Diagram.
5. Copy of the Surveyor's Beacon Certificate (not older than 3 months)
6. Copy of the Building Contractor's Contract with the owner.
7. 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)
8. Copy of the Debit Order form, fully completed by the Owner
9. Copy of the Contractors' Insurance Certificate
10. Copy of the Contractors' Site Establishment Plan.

11. A copy of the Environmental Management Plan for the specific project (if needed).
12. A copy of the approved Stormwater Management and control during construction.
13. A copy of the Earthworks plan.
14. A copy of the Building Contractor's NHBRC Certificate.
(Please note: the expiry date must be during the specific contract.)
15. Proof of the project registration with the NHBRC.
16. Copy of the Environmental clearance for removal or trimming of any trees on site
