|  |  |
| --- | --- |
| **PROJECT DESCRIPTION** | |
| **PLANNING PERMIT NUMBER:** | *PPXXXX-XXXX*  *SubXXXX-XXXX* |
| **ADDRESS / PROPERTY ID:** | *No. Street (Property ID)* |
| **PROJECT DESCRIPTION:** | *Eg. 20 Lot Subdivision* |

|  |  |
| --- | --- |
| **PROJECT KEY PERSONNEL** | |
| **PRINCIPAL (DEVELOPER):** | *Name (Organisation)* |
| **DEVELOPER’S REPRESENTATIVE / CONSULTANT** | *Name (Organisation)* |
| **HEAD CONTRACTOR:** | *Name (Organisation)* |
| **COUNCIL REPRESENTATIVE:** | *Name* |

**Procedure for Practical Completion and Statement of Compliance:**

1. At the completion of works, the Developer’s Representative and the Head Contractor are to arrange for a Practical Completion Defects Inspection with the Council Representative.
2. Following the inspection, the Developer’s Representative is to submit to Council this Defects Inspection with all agreed upon Outstanding Works and Defects for Council approval.
3. All Outstanding Works are to be completed prior to Practical Completion, while any Defects may be rectified during the Defects Liability Period, unless Council advice otherwise.
4. Practical Completion will be advised in writing from the Council Representative and the Defects Liability Period will commence from this date.
5. Following Practical Completion, the Developer or the Developer’s Representative may request Statement of Compliance through the Planning Department if all of the remaining Conditions on the Planning Permit have been met.
6. Before Statement of Compliance is issued, a security deposit equal to 5% of the approved construction estimates must be lodged.
7. One month prior to the end of the Defects Liability Period, Council will send a reminder to the Project Key Personnel to re-inspect the site and rectify and outstanding defects.
8. At the completion of the Defects Liability Period, the Developer’s Representative and the Head Contractor are to arrange for a Defects Liability Inspection with the Council Representative.
9. If all outstanding defects have been rectified and no new defects are identified, the Bond will be returned to the Developer.

|  |  |
| --- | --- |
| **OUTSTANDING WORKS AND PRACTICAL COMPLETION** | |
| **PERSONS PRESENT AT INSPECTION:** | *Name (Organisation);*  *Name (Organisation);* |
| **INSPECTION DATE:** | *Day Date Month, Year* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Outstanding Works** | | | |
| **Item** | **Description of Works** | **Completed Prior to PC or Bonded?** | **Bond Amount (agreed with WCC)** |
| 1. | *Describe the works, reference a photo if applicable and attach photo below.* |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Practical Completion** | | | |
| **Item** | **Defect** | **Proposed Treatment** | **Status** |
| 1. | *Describe the works, reference a photo if applicable and attach photo below.* |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |
| 9. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Practical Completion Checklist** | | | | |
| **Checklist Item** | **Checks Completed** | | | **Comments** |
| Yes | No | N/A |
| All construction works have been completed as per the approved plans or can be issued once the outstanding works are bonded. |  |  |  |  |
| Site is generally tidy. (i.e. no rubbish, wheel ruts have been removed etc) |  |  |  |  |
| Cracking/surface of road pavement and concreting is satisfactory. |  |  |  |  |
| Pit lids (inserts) are off, pits are clean. |  |  |  |  |
| All house drains and property inlets are installed and house drain riser is in place. |  |  |  |  |
| Kerb and channel is stamped indicating location of conduits and house drains. |  |  |  |  |
| Line marking, signs and street plates are in place. |  |  |  |  |
| Temporary turning facilities, including Carriagewayeasement as required, with hazard chevrons in place. |  |  |  |  |
| Top soil is in place and no subsidence has been identified. |  |  |  |  |
| Fire hydrants and fire plugs in place and marked in accordance with Fire Service Guidelines published by the fire authority and are at the correct level. |  |  |  |  |
| Service Authority assets are at the correct level. |  |  |  |  |
| As-Constructed Plans (A-SPEC Format), QA Documentation and CCTV Report has been submitted to Council and approved. |  |  |  |  |

**Practical Completion Approved by Warrnambool City Council**

|  |  |  |
| --- | --- | --- |
| Name: | Signature: | Date: |

|  |  |
| --- | --- |
| **END OF DEFECTS LIABILITY PERIOD** | |
| **PERSONS PRESENT AT INSPECTION:** | *Name (Organisation);*  *Name (Organisation);* |
| **INSPECTION DATE:** | *Day Date Month, Year* |

|  |  |  |  |
| --- | --- | --- | --- |
| **End of Defects Liability Period** | | | |
| **Item** | **Defect** | **Proposed Treatment** | **Status** |
| 1. | *Describe the works, reference a photo if applicable and attach photo below.* |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Practical Completion Checklist** | | | | |
| **Checklist Item** | **Checks Completed** | | | **Comments** |
| Yes | No | N/A |
| Site is generally tidy. (i.e. no rubbish, wheel ruts have been removed etc) |  |  |  |  |
| Cracking/surface of road pavement and concreting is satisfactory. |  |  |  |  |
| No subsidence has been identified. |  |  |  |  |
| Electronic surveillance of all pipe drains was carried out at the end of the maintenance period and information provided to Council. |  |  |  |  |
| No failure of infrastructure has been identified. |  |  |  |  |
| Outstanding Works have been completed as per Outstanding Works and Defects List. |  |  |  |  |

**End of Defects Liability Period Approved by Warrnambool City Council**

|  |  |  |
| --- | --- | --- |
| Name: | Signature: | Date: |

|  |
| --- |
| **PHOTOS** |
| **Photo 1:**  *Compress photos to ‘email’ size in ‘Format Tab’, then ‘Compress Pictures’* |
| **Photo 2:** |
| **Photo 3:** |
| **Photo 4:** |
| **Photo 5:** |
| **Photo 6:** |
| **Photo 7:** |
| **Photo 8:** |