Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate ‘n/a’.

**Form 4 – Works Acceptance Inspection Checklist**

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| Development Name |  |
| Development Location |  |
| File No |  |
| Consulting Engineer |  |
| Contractor |  |

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| **Item** | **Verification (Yes/No/N/A)** | | **Comment** | |
| **ALLOTMENT DRAINAGE**  The works have been finally inspected and: | |  | |
| 1. Concrete catch drains constructed in approved location and to a satisfactory standard; |  |  | |
| 2. Field inlets constructed in approved location and to a satisfactory standard; |  |  | |

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| 3. Overland flow path constructed to correct profile; |  |  |
| 1. Pipework has been visually inspected and is satisfactory in terms of:    1. alignment and grade;    2. free of debris and siltation;    3. no visual sign of trench subsidence; and    4. outlets are satisfactory. |  |  |
| 5. Lots not provided with allotment drainage can be drained to the kerb and channel. |  |  |
| **STORMWATER DRAINAGE SYSTEM**  The works have been finally inspected and: | | |
| 1. Pipe layout is as per plan or approved amendments with respect to pipe size, levels and location. |  |  |
| 1. Pipework has been visually inspected and is satisfactory in terms of:    1. alignment and grade;    2. free of debris and siltation;    3. lifting plug holes sealed;    4. no visible sign of trench subsidence; and    5. no damaged pipes. |  |  |

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| 1. Gully pits and manholes have been constructed to the correct standards i.e.:    1. Correct type of grate or cover;    2. Lintels;    3. side entry slots;    4. benching (no water ponding)    5. grates are satisfactorily sealed in frames;    6. we poles provided to bedding material;    7. no damaged structures;    8. converter slabs/sections mortar bedded;    9. correct drops through gullies/manholes; and    10. all lids/grates finished to match surface level. |  |  |
| 4. All density tests to backfill are available and satisfactory. |  |  |
| 5. Material gradings are available for bedding material and are satisfactory; |  |  |
| 6. Outlets/inlet structures are satisfactorily constructed and are free from scour or siltation. |  |  |

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| 7. All manhole and gully pit pipe connections are mortared flush with the walls and no pipe reinforcement is exposed. |  |  |
| 1. Open cut channels have been finally inspected and a satisfactory i.e.:    1. Cut to design profiles; and    2. lining of channel is to the required thickness and   reinforcement, with appropriate weep holes. |  |  |
| 9. Overland flow, the works have been finally inspected an appropriate flow paths are provided and clear of obstruction. |  |  |
| 10. Outlets and outfalls have been constructed to control discharge flow in accordance with the plans. |  |  |
| 11. Subsoil drainage discharges to gullies or other approved point of discharge. |  |  |

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| 12. All grousing requirements to channels, swales, outlets, inlets etc have been completed. |  |  |
| 13. CCTV inspection of stormwater pipes completed. |  |  |
| **WATER QUALITY**  The Works have been finally inspected and: | | |
| 1. Water quality structures have been constructed in accordance with approved engineering drawings; |  |  |
| 2. Structures are free of debris and sediment. |  |  |
| **EROSION AND SEDIMENT CONTROL**  The works have been finally inspected and: | | |
| 1. Control structures required until the site is stabilised in accordance with the contractor’s ESCP are in place. |  |  |

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| 2. Structures are free of debris and sediment. |  |  |
| **EARTHWORKS**  The Works have been finally inspected and: | | |
| 1. Toe of batters not on Council Road reserve except as approved. |  |  |
| 2. Retaining walls clear of Road reserve except as approved. |  |  |
| 3. Retaining walls constructed in accordance with drawings. |  |  |
| 4. Batter slopes constructed in accordance with drawings. |  |  |
| 5. Batter slopes stabilised against erosion. |  |  |

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| 6. Interim drainage constructed in accordance with drawings. |  |  |
| 7. All areas disturbed by the works have been rehabilitated. |  |  |
| 8. Allotment levels are as per the design plans. |  |  |
| 9. Verge levels are as per the design plans. |  |  |
| **SEWER RETICULATION**  The Works have been finally inspected and: | |  |
| 1. Pipe layout is as per the plan or approved amendments with respect to pipe size, levels, and location. |  |  |

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| 1. Pipework has been visually inspected and is considered satisfactory, i.e.:    1. Pipework flush with internal walls of manhole;    2. alignment and grade;    3. flexible joints;    4. line flushed and cleaned;    5. no visible sign of trench subsidence;    6. a density test of backfill is available and satisfactory;    7. CCTV survey results submitted and satisfactory. |  |  |
| 1. Manholes and maintenance shafts have been constructed to the correct standards, i.e.:    1. Cast in situ;    2. Benching;    3. curvature satisfactory;    4. no ponding;    5. profile satisfactory;    6. no weeps (free of infiltration);    7. concrete work;    8. no honey combing;    9. covers;    10. covers checked to be gas tight;    11. correct type;    12. imprint in accordance with standards;    13. depth of cover surround;    14. depth of top slab;    15. location;    16. relative to allotment boundaries; and    17. 50 to 75 mm proud of finished surface level. |  |  |

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| 4. Material gradings for bedding material are available and satisfactory. |  |  |
| 5. Pressure test results are available and satisfactory. |  |  |
| 6. Manhole hydrostatic test all satisfactory. |  |  |
| 7. Sewerage connection Private Works fees paid. |  |  |
| 8. On-site sewer report provided (if applicable). |  |  |
| 9. PUMP STATION - refer separate PS checklist. |  |  |

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| WATER RETICULATION  The works have been finally inspected and: | | |
| 1. Pipe layout and services fixtures (valves and hydrants) are as per the plan or approved amendments with respect to pipe size and location. |  |  |
| 2. Pipework has been pressure tested in accordance with Council’s requirements and test results are available and satisfactory. |  |  |
| 3. Pipework has been chlorinated in accordance with Council’s requirements. |  |  |
| 4. There are no visible signs of trench subsidence for leaks. |  |  |
| 1. Valves and hydrants have been inspected and are satisfactory, i.e.;    1. Location;    2. setts and surrounds correctly installed to prevent ingress of soil, etc;    3. mortar packing to boxes correctly completed;    4. depth to top of hydrant or valve stem within limits;    5. dust caps to hydrants; |  |  |

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| 1. colour of marker plate correct; 2. direction of flow indicated; 3. marking plates correctly installed; and 4. size of plate correct. |  |  |
| 6. Material gradings for bedding material are available and satisfactory. |  |  |
| 7. Water supply connection Private Works fees paid. |  |  |
| 8. PUMP STATION - refer separate checklist. |  |  |
| **ROAD PAVEMENTS**  The works have been finally inspected and: | | |
| 1. Plan layout and geometry of Road system is in accordance with the drawings. |  |  |
| 2. Finish levels at Crown and channel are at design levels. |  |  |

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| 3. Cross falls are to the approved plan. |  |  |
| 4. AC is satisfactory with regards to finish and thickness. |  |  |
| 5. Joints in the seal (especially where various development stages apply) are flush. |  |  |
| 6. The sealed surface is free of blemishes. |  |  |
| 7. All compaction test, material quality (CBR), material grading, AC core tests are satisfactory and available. |  |  |
| 8. Ponding of stormwater does not occur. |  |  |

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| **SEGMENTAL PAVERS (Where Constructed)**  The Works have been finally inspected and: | | |
| 1. All pavers have been correctly laid to pattern, within allowable tolerance, compacted, and the joints filled; |  |  |
| 2. Bedding sand for pavers drains to subsoil drainage. |  |  |
| 3. Pavers adjacent to concrete kerb and channel, edge restraints etc have been cut and laid in accordance with all relevant requirements. |  |  |

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| **WORKS ACCEPTANCE INSPECTION CHECKLIST** | | | | |
| **ITEM** | **VERIFICATION**  **(Yes / No / NA)** | **COMMENT** | |
| **CONCRETE WORKS**  The works have been finally inspected and: | | | | |
| 1. The correct type has been used to all locations in accordance with drawings. |  |  |
| 2. Ponding of stormwater does not occur. |  |  |

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| 3. Transitions and connection to existing construction are smooth and to a satisfactory standard of workmanship. |  |  |
| 4. Service conduit markers have been placed to kerb face. |  |  |
| 5. Lip and back of kerb are flush with the roadway and footpath respectively. |  |  |
| 6. All channelisation works and medians have been satisfactorily completed. |  |  |
| 7. Infill treatment of medians has been inspected and found satisfactory. Any landscaping has been completed to standard. |  |  |
| 8. Subsoil drains have been provided (including under medians). |  |  |

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| Appropriate expansion and contraction joints provided |  |  |
| 10. Subsurface finish is to approved design and within tolerances |  |  |
| **FOOTPATHS**  The works have been finally inspected and: |  |  |
| 1. Profiles are as per plan. |  |  |
| 2. Footpath has been topsoiled and satisfactory. |  |  |
| 3. Footpaths have been stabilized / turfed. |  |  |
| 4. All service fixtures (such as valves etc.) 25mm above the surrounding footpath. |  |  |

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| 5. Concrete footpaths have been constructed to Council requirements. |  |  |
| 6. Pram ramps constructed as required. |  |  |
| 7. Footpaths to be free of rock and loose stones. |  |  |
| **BIKEWAYS**  The works have been finally inspected and: |  |  |
| 1. Location and width are as per the drawings. |  |  |
| 2. Kerb ramps and crossings are constructed. |  |  |
| 3. Safety rails and signs have been installed where required. |  |  |

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| **LIGHTING**  The works have been finally inspected and: | | |
| 1. Lighting has been installed and is operating as per approved design. |  |  |
| 2. If lighting is yet to be installed, or made operational, copy of service agreement has been provided from the lighting/energy provider and all uncompleted works have been adequately guarded. |  |  |
| **FENCING AND FEATURES**  The works have been finally inspected and: | | |
| 1. All fences including approved entrance features have been constructed within allotments. Survey pegs are visible. |  |  |
| 2. Specifically approved entrance features are constructed in accordance with the drawings. |  |  |
| 3. Entrance features and fences have satisfied Building Approvals (if required). |  |  |
| 4. Sound attenuation fences and/or mounds are constructed on private property and in accordance with the drawings where required. |  |  |

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| **BUILDING/STRUCTURE**  The works have been finally inspected and: | | |
| 1. Council approval for building/ |  |  |
| 2. Building/Structure |  |  |
| **OTHER** | | |
| 1. Approvals for completed works received from applicable referral agencies |  |  |
| 2. Street name signs, traffic signs and pavement marking have been installed. |  |  |
| 3. Works have not resulted in problems on neighbouring properties. Clearance letters from property owners are available where applicable. |  |  |

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| 4. All boundaries of Subdivision/Development have been inspected to ensure works as constructed will not affect adjoining properties. |  |  |
| 5. All necessary testing to ensure the quality of the work has been carried out and results are available. |  |  |
| 6. Consulting Engineer’s compliance certificate is completed (refer AP1 – Appendix A) |  |  |
| 7. “As Constructed” submission has been provided to Council and is to Councils satisfaction. |  |  |
| 8. All allotment boundaries, easements etc, have been pegged. |  |  |
| 9. All test results and records have been compiled and stored in the Record Storage facilities of the Consulting Engineer’s office and a copy forwarded to Council. |  |  |

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| 10. All operating Manuals, maintenance procedures, mechanical warranties etc have been submitted to Council. |  |  |
| 11. Parkland is in a mowable condition where practical and free of rock and loose stones. |  |  |
| 12. Irrigation systems have been provided, are operating as designed and “As Constructed” drawings provided. |  |  |

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| Inspector’s Name |  | | |
| Signature |  | Date |  |
| Consulting Engineer |  | RPEQ No. |  |
| Signature |  | Date |  |