

Project Name: \_\_\_\_\_

Stage: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting/Inspection Date: \_\_\_\_\_

## Final Handover Inspection

---

- Prior to the anticipated Final Handover date of the landscape maintenance period, a minimum notice of three (3) months must be requested by the Developer/Superintendent's Representative to [landscape@melton.vic.gov.au](mailto:landscape@melton.vic.gov.au) to schedule the Final Handover inspection and/or where required, arrange the relevant Council Departments to attend.
- The Final Handover Inspection is to occur a minimum of eight (8) weeks prior to the anticipated Final Handover Date.
- Inspections will occur during normal working hours (9am – 5pm) unless otherwise agreed, when temperatures are less than 32° and not on Total Fire Ban or Code Red Days.
- All re-instated planting must be installed for a minimum three (3) months, established prior to the Final Handover inspection and summer period.
- The Certificate of Final Handover for completed landscape maintenance will be awarded on the 1 June, 1 September, 1 December and 1 March. *From 1 January 2021 the Certificate of Final Handover will not be awarded during the summer months (1 December to 1 March) plus the three (3) months following summer.*
- The Developer/Superintendent's Representative must provide a signed and dated 'Final Handover Supporting Documentation Checklist' and 'Final Handover Inspection Checklist' must be submitted as a bound document to [landscape@melton.vic.gov.au](mailto:landscape@melton.vic.gov.au), prior to the on-site Final Handover inspection.
- Council reserves the right to extend the Maintenance Period where the works have not been completed to Council's satisfaction.



Project Name: \_\_\_\_\_

Stage: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting/Inspection Date: \_\_\_\_\_

Final Handover Supporting Documentation Checklist			
Item	Document	Applicable/ Non-Applicable	Submitted Y/N Date
Titles	Provide a copy of title for open space.		
Planting	Evidence of installation date for reinstatement planting		
Utilities	Copies of letters demonstrating all utility service providers have been transferred to Council's name and preferred supplier once Final Handover Certificate has been issued.		

Project Name: \_\_\_\_\_

Stage: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting/Inspection Date: \_\_\_\_\_

Final Handover Inspection Checklist			
Item	Requirements	Complete Y/N/NA	Notes
General	The site is free of litter and graffiti		
Ground shaping and mounding	Grassed mounds are not to exceed 1:6 grade, Planted mounds do not to exceed 1:3 grade without stabilisation		
	Grading is stable, smooth and consistent, free draining with no ponding or scouring		
Edging	All edging is smooth, uniform and defined		
	All edging is securely fixed, installed flush with surrounding surfaces and trip hazard free		
Garden Beds	Mulched throughout to a minimum 75mm depth		
	Jute removed where plants are established, hampering plant growth or unsightly		
	Garden beds are free of litter, rock and weeds		
	Planting and mulch does not encroach path		
	Plant species, quantities and locations are in accordance with as-constructed plans		
	All plants display good health, are free of pest and diseases		
	Any dead, diseased or missing plants have been replaced during the months of April to August to ensure planting has had a minimum of three (3) months to establish prior to summer commencing. Evidence of planting date provided.		
Trees	Tree species, quantities and locations are in accordance with as-constructed plans		
	Tree stakes have been removed and all trees are self-supporting (unless otherwise directed/agreed)		
	The rootball of all trees (installed for 12 months or more) does not move		
	All trees: <ul style="list-style-type: none"> <li>• Display good health</li> <li>• Are free of disease and pests</li> <li>• Are of sound structure and free from irregular formations</li> <li>• Have a minimum 1m clear trunk from ground level</li> <li>• Have all suckering material removed</li> <li>• Are formative pruned</li> <li>• Have a mulch ring at least 1m in diameter and 200mm in depth, clear of the trunk</li> <li>• Have no branches that obstruct pathways, amenities or sight-lines</li> </ul>		
	Any dead, diseased or missing trees have been replaced during the months of April to August to ensure planting has had a minimum of three (3) months to establish prior to summer commencing. Evidence of planting date provided.		

Project Name: \_\_\_\_\_

Stage: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting/Inspection Date: \_\_\_\_\_

Final Handover Inspection Checklist			
Item	Requirements	Complete Y/N/NA	Notes
Grass areas (does not apply to nature strips in front of private lots)	Grassed areas are level, free of rock, rubbish and weeds displaying even, healthy vigorous growth with 95% coverage		
	No bare areas >1m2		
	Grass is no longer than 75mm and no shorter than 25mm		
	Grass is neatly cut around all edges including footpaths and garden beds		
Play spaces and play equipment	All play equipment is in a clean and safe condition		
	Soft fall mulch is: <ul style="list-style-type: none"> <li>• To a minimum depth of 300mm</li> <li>• Spread evenly</li> <li>• Flush with surrounding surface levels</li> </ul>		
	Any defects that have been identified in Council's quarterly audits have been addressed to Council's satisfaction		
Paths	All paths are in good order, level, with clearly defined edges free from weeds, grass, mulch and litter		
	Gravel pathways are compacted and erosion free, freely draining and trip hazard free		
Drainage	All drainage is functioning		
	All pit lids are undamaged, secure and level with surrounding surfaces		
Fixtures and furniture	Fixtures and furniture are clean and fit for purpose, free from defects and in good working order		
Bollards and fencing	Fencing is defect free, plumb and straight and structurally sound		
	All keys to locks are to be issued to Council		
Timber elements	All applicable timber elements are sanded, cleaned and coated with a penetrating oil		
Irrigation	Irrigation and water meters (where other water facilities are not present) have been removed and decommissioned (unless otherwise directed by Council)		
	All adjacent garden bed and lawn areas have been made good		
Wetlands, waterway, WSUD elements	Refer to 'Final Completion Inspection Checklist – Wetlands/Waterways/WSUD'		

Project Name: \_\_\_\_\_

Stage: \_\_\_\_\_

Location: \_\_\_\_\_

Meeting/Inspection Date: \_\_\_\_\_

Final Handover Inspection Checklist – Wetlands/Waterways/WSUD			
Item	Requirements	Complete Y/N/NA	Notes
General	The site is free from hazardous drop-offs		
	All elements at risk of damage have been protected from sediment and pollutants up until 90% of completed building works		
Garden Beds	Mulched throughout to a minimum 75mm depth		
	Jute mat removed where plants are established, hampering plant growth and/or unsightly		
	Planting and mulch are not encroaching onto paths		
	Planting is installed as per planting details		
	Plant species, quantities and locations are in accordance with endorsed plans		
	All plants are displaying good health, are free of pest and diseases		
Wetlands, waterway, WSUD elements	All sediment traps and protective netting has been removed		
	All sediment forebays, sediment ponds and sediment dewatering areas are pollutant free and clean		
	All filter media is sediment, pollutant free and clean		
Drainage	All drainage elements are functional, clean, free from blockages and are supporting healthy plant growth.		
	Any scouring and erosion has been addressed		