

This List IS REQUIRED to be forwarded to Melbourne Water with the above Certification Statement.

Job description: _____

Municipality: _____

Developer: _____

Consultant: _____

Nominated Rep.: _____

Consultant Ref.: _____

Melbourne Water Ref.: _____

1.0	General	Initials
1.1	The <i>Offer Acceptance Form</i> has been completed, signed and returned to Melbourne Water	_____
1.2	Detail design has been completed and accepted by Melbourne Water	_____
1.3	The Council has approved the drainage design	_____
1.4	Written permission from landowners has been obtained where access is required to install works within private and public lands	_____
1.5	A PDF formatted drawing has been submitted to Melbourne Water	_____
1.6	Final design plans have been issued to the contractor	_____
1.7	Contractors will be using specifications based in accordance with section 8.0 of the Land Development Manual – <i>Drawings</i>	_____
1.8	A minimum of three (3) temporary bench marks have been provided on site and vertical control information has been submitted to Melbourne Water	_____
1.9	A Mine Manager (or equivalent) has been appointed	_____

1.10	The Occupational Health and Safety Authority has been notified of the Works	_____
1.11	A road opening permit has been obtained if applicable	_____
2.0	Documentation to be submitted	
2.1	Certificate of Currency for the Consultant's Professional Indemnity Insurance displaying the limit of liability and the expiry date	_____
2.2	Evidence that other insurance policies in accordance with the requirements of the Standard Conditions have been arranged	_____
2.3	Three lowest tenders and the selected contractor's schedule if not the lowest	_____
2.4	Evidence (if applicable) that an application to amend the plan of subdivision for the creation of additional easements has been lodged with the council	> _____
3.0	Fees	
3.1	All connection and other fees detailed in the Agreement have been paid	_____
3.2	Intensive audit fees have been paid if applicable	_____
4	Information	
4.1	Personnel	
4.1.1	Responsible Representative on site	

	Contact telephone number/s (24 hour)	

4.1.2 Licensed Surveyor

Telephone Number

4.1.3 Asset Recorder

Telephone Number

4.1.4 Contractor as detailed in the following table.

Drainage Contractor -	Company Name Telephone	
Commencement date	Drainage Works	
Estimated completion date	Drainage Works	

4.2 Suppliers

	Drainage Works
Pipes	
Fittings	
Concrete	
Embedment materials	
Backfill crushed rock	
Backfill sand	

Manhole covers	
Step irons	
Ladders	

4.3 Testing by NATA registered tester

	Drainage
Concrete	
Quarry products / compaction	