

PRINCE'S GRANT HOME OWNERS ASSOCIATION
SITE HAND OVER FORM FOR COMMENCEMENT OF CONSTRUCTION:

This section to be filled in by CONTRACTOR

Property & Development Particulars: LOT NO.: _____

Details required		PG✓
Lot No. & Street Name:		
Architect / Author of Plans:		
Contact No. of Architect / Author of Plans:		
Owners:		
Contact No. of Owner:		
Contractor:		
Contact No. of Contractor:		
Date of Plan Approval:		
Contractor in possession of copy of original PGHOA & KDM approved plans or letter from KDM authorising construction work?		
Completion date for alterations		

Check List of Requirements for Site Hand Over:

Name of Designated Registered Responsible Person for this Project:			
Tel No.:			
Details required	PG Action	Contractor Action	PG✓
Certificate/proof of registered professional on project.		•	
Contractor's NHBRC Reg.		•	
Development NHBRC Reg.		•	
Beacon Certificate		•	
Proof of Insurance		•	
a) Works Risk		•	
b) Lateral Support		•	
c) Public Liability		•	
Builder's Deposit to PG paid	•	•	
Owner's Deposit to PG paid	•	•	
Builder's Obligation Agreement signed		•	
Datum level determined	•	•	
Neighbour's permission for use of site obtained	•		
Septic tank certificate & approval (C45 of B/C)	•	•	
Building lines determined	•	•	
Contractors Board erected		•	
Position of:			
Shade cloth determined	•	•	
Materials store determined	•	•	
Refuse store determined	•	•	
Site toilet determined	•	•	
Access to site determined	•	•	
Water meter determined	•	•	
Telephone manhole determined	•	•	
Electricity supply determined	•	•	

Completion Clearance Certificate:

Items required	PG Action	Contractor Action	PG✓
Landscaping Design approved by Landscaping Committee	Y/N	•	
Instant turf + flower beds demarcated incl.verge		•	

	Stormwater disposal complete		•	
	Driveway		•	
	"As built plans"		•	
	Local Authority's Occupation Certificate	•		
	Report by architect/homeowner on the building contractor's performance		•	
	Signage indicating Erf Nr		•	
	Service sleeves as per plan		•	
	External lighting compliant		•	
	External paint colour		•	
	Contractors Evaluation Form		•	

**PRINCE'S GRANT HOME OWNERS ASSOCIATION
SITE HAND OVER FORM FOR COMMENCEMENT OF CONSTRUCTION:**

This section to be filled in by CONTRACTOR & OWNER, OR ARCHITECT ON OWNER'S BEHALF

Property & Development Particulars: LOT NO.: _____

We the undersigned hereby undertake that the dwelling to be constructed at the above address will be built & used strictly in accordance with the APPROVED PLANS, and agree to the following:

1. Any deviations from the approved plans that may be requested or deemed necessary shall be applied for using form SUB 2.
2. Approval of such deviations shall be required from the Building Committee before such deviations are effected on site.
3. The PGHOA have the authority to instruct any builder to demolish any unapproved deviations irrespective of the extent or degree of completeness of such work.
4. The PGHOA have the authority to instruct any builder to cease building operations due to breach of any aspect of this agreement.
5. The PGHOA shall have the authority to impose an appropriate weekly fine on all parties to this agreement at the sole discretion of the PGHOA by way of penalty until unapproved deviations have been corrected to the satisfaction of the General Manager / PGHOA.
6. At any stage the PGHOA shall have the right to request minor changes to the built development regardless of whether the elements of the development requiring changes have been previously approved or not.
7. AS BUILT PLANS are to be submitted for approval to the Prince's Grant Building Committee before an Occupation Certificate is issued. Non-compliance with the Building Committee's requirements for approval of these plans could result in the suspension of services to the property.
8. A LANDSCAPING DESIGN PROPOSAL is to be submitted for approval to the Prince's Grant Landscaping Committee before an Occupation Certificate is issued.

Signed at Prince's Grant on

Home Owner _____

Contractor _____

Owner's Agent for this project (Registered Architect, Engineer or Project Manager) _____

For the Prince's Grant Home Owner's Association _____
