

# PRE-SITE HANDOVER CHECKLIST

**THIS CHECKLIST IS TO BE FULLY COMPLETED AND FAXED BACK FOR THE ATTENTION OF THE BUILDING CONTROL MANAGER ON 032 – 538 1910**

<b>EAST ESTATE</b>		<b>SOUTH &amp; WEST ESTATE</b>	
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**LOT**

**NO :** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**ARCHITECT:** \_\_\_\_\_

**PRINCIPAL AGENT:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

1. Has building plans been approved by the Municipality?

YES		NO	
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If YES, provide approved plan number

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2. Has the Contractor's levy been paid?

YES		NO	
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If YES, please provide proof of payment (Invoice No.)

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3. Have all property corner pegs been exposed by a land surveyor?

YES		NO	
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If YES, please provide survey certificate

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4. Is water available on site?

YES		NO	
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If NO, please provide proof of water meter application

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5. The following persons are requested at the site handover:

- 5.1 Architect
- 5.2 Principal Agent
- 5.3 Main Building Contractor
- 5.4 Owner or his/her representative