

PRE-CONSTRUCTION MEETING CHECKLIST

Site Name:

File number:

Consent number:

Date and Time:

CONTACTS

CONSENT HOLDER/REPRESENTATIVE:

Email:

Phone:

CONSULTANT:

Email:

Phone:

CONTRACTOR:

Email:

Phone:

SITE FOREMAN:

Email:

Phone:

RESOURCE CONSENT CONDITIONS & EROSION AND SEDIMENT CONTROL PLAN

- Who has copies
- On-site copies available
- All conditions are clear and understood
- Any specific conditions for this site/activity
- Erosion and sediment control (E&SC) plan approved
- Winter works approval process explained
- As built forms explained

IMPLEMENTATION OF INSPECTION NOTICES

- Who to receive email copies
- The line of responsibility/communication agreed upon
- Meeting/inspection timeframes discussed

HEALTH AND SAFETY SITE REQUIREMENTS

- Any specific concerns such as asbestos
- Anything noted in EMP/ESCP

WAIKATO REGIONAL COUNCIL SCORING SYSTEM

- Score is determined at the time of the inspection
- Scores can influence winter works applications, enforcement actions
- Copy of the scoring system/matrix to the site representatives

COMMON ISSUES

- Poor construction of E&SC
- Poor maintenance of E&SC
- Poor communication between parties within site, and between site and Waikato Regional Council representatives
- Removal/modification of E&SC
- Stabilisation of at least 80% over site required and Waikato Regional Council approval required before removal
- Modification of E&SC should be discussed with Waikato Regional Council representatives as Waikato Regional Council approval may be required

Agreed and understood by parties at pre-construction meeting (signed by parties)