

Hamilton City Development Manual	
Volume 4 : Quality Systems for Land Development	Part 9 – Appendices
Authorised by : Design Services Manager	

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COMPLIANCE ACCEPTANCE RELEASE CHECKLIST

Ref No: _____ Date: _____

Title: _____

Site: _____

Planning Guidance Officer: _____

LT No(s): _____

	N/A	Confirmed Provided		Final Check	
		Yes	No	OK	Not OK
1) Completed checklists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Correction action items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Schedule of work to be bonded for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Bonding arrangements:					
Refundable deposit details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-house bond details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deposit paid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Resource consent approval conditions satisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Engineering drawing approval conditions satisfied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Final certified as-builts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Certification of works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9) Details of arrangements for connection to public lines:					
Wastewater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watermain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10) Overland flowpaths:					
As-builts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11) Right to entry release confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12) Other items:					
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	N/A	Correct	Not Correct
13) Final Release (for Planning Guidance office use)			
a) Inspection form completed and signed off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Bond figures and conditions numbers confirmed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) LTs to be issued 303/222 Completion Certificates noted on release	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Conditions covered by bonding noted on release memo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Lots to be placed on L15 noted on release			
i) Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii) Overland flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Scheme plan advice notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Signed copy of as-builts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Flood protection plans (x3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Processing check by: _____ Date: _____