

Pre-construction meeting checklist

Site: File no:

Consent no:

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

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)