

ST FRANCIS LINKS PRE-SITE HANDOVER CRITERIA

ERF NO: _____

INITIAL PLAN SUBMISSION

Client Obligation & Procedure for Building	☐
Plan Approval Application with completed check list	☐
Surveyor's Beacon Certificate and Contour Plan (not older than 6 months)	☐
Designer & Principal Agent Protocol	☐
Energy Calculations or Rational Report (as applicable)	☐
Title Deeds	☐
One set of Plans	☐

PRE-SITE HANDOVER SUBMISSION

Contractors Registration (incl Employee IDs)	☐
Principal Contractor Protocol	☐
GEOTEK Report (or signed Geotek waiver)	☐
Contractor's Contract with the owner / client	☐
Contractor's Insurance Certificate (erf specific, min R10 million public liability with validity dates)	☐
Site Establishment Plan (incl signage positions)	☐
Professional Notice Board and HSE Board design proofs	☐
Contractor's valid NHBRC Certificate	☐
Proof of the project registration with the NHBRC (or exemption letter)	☐
Completed and signed Electrical Application Form	☐
When installed: Copy of the Electrical Certificate of Compliance	Temp during const ☐ Final ☐
Completed and signed Water Application Form	☐
Building Penalty Protocol	☐
Completed Security Sub-Contractor Listing (incl phone numbers etc)	☐
Proof of Department of Labour project notification	☐
Universality Certificate for Site Start Up (covering OHSACT compliance) **	☐
An original stamped copy of the Local Authority approved Building Plan and Approval letter	☐
Power of Attorney (if applicable)	☐
Registered owner's ID / CK / Cert of Incorporation / Letter of Authority document	☐

**ST FRANCIS LINKS
SUPPLIES THESE**

Environmental Clearance (by HOA botanical consultant)	☐
Photographs taken of the site, road, verge, and any services on day of site handover	☐
Milkwood Permit?	☐
Pre-site handover levies paid in full?	☐
HOA Levy and Club Subs account fully paid?	☐
Certificate of Site Handover	☐

PRE-COMPLETION LANDSCAPING

Approved Landscape Plan with the plant list	☐
Approved Irrigation Plan	☐
	☐

** Obtainable from Universality South Africa (Tel 081 324 3666 | headoffice@universalitysa.com)