Nov 2024

**Wyndham City Council Pre-Commencement Inspection Checklist**

This Checklist is to be completed and submitted to Council when requesting a Pre-Commencement Inspection, along with all relevant plans, permits and documentation in one email per estate stage.

Please request an inspection by contacting Landscape Urban Design Subdivisions [subdivlud@wyndham.vic.gov.au](mailto:subdivlud@wyndham.vic.gov.au)

Once a completed Checklist and all relevant documentation has been submitted to Council, an inspection will be scheduled with a Council Representative.

If all documentation is not deemed acceptable, the Pre-Commencement inspection will not proceed.

For any enquiries regarding Council Pre-Commencement Inspections, please contact Landscape Urban Design Subdivisions [subdivlud@wyndham.vic.gov.au](mailto:subdivlud@wyndham.vic.gov.au)

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| --- | --- |
| **Developer**: Click or tap here to enter text.  **Name of Estate Development**: Click or tap here to enter text.  **Estate Stage**: Click or tap here to enter text.  **LS number**: Click or tap here to enter text. | |
| **Date**: Click or tap here to enter text. | **Nominated Site Representative**: Click or tap here to enter text.  **Contact No / Mobile** Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Information to be provided to council prior to Pre-Commencement**. | | | |
|  | Yes | No | N/A |
| Confirm all bonds for this stage have been submitted/paid to Council. |  |  |  |
| Landscape plans have been approved by Councils Landscape Urban design Subdivisions Department [subdivlud@wyndham.vic.gov.au](mailto:subdivlud@wyndham.vic.gov.au) |  |  |  |
| Site Environmental Management Plan (SEMP) for landscaping works has been approved via [enviroplanning@wyndham.vic.gov.au](mailto:enviroplanning@wyndham.vic.gov.au) if applicable. |  |  |  |
| Reserve name process has commended via Wyndham Geographic Naming  [GeographicNaming@wyndham.vic.gov.au](mailto:GeographicNaming@wyndham.vic.gov.au) if applicable. |  |  |  |
| Tree Management Plan (TMP) has been approved via [Treeplanning@wyndham.vic.gov.au](mailto:Treeplanning@wyndham.vic.gov.au) if applicable. |  |  |  |
| Building Permit/Water Connection applications approved/signed by the current landowner.  If WCC is the landowner, please contact Landscape Subdivisions Admin [subdivlud@wyndham.vic.gov.au](mailto:subdivlud@wyndham.vic.gov.au). |  |  |  |
| All hold points required to be actioned prior to pre-commencement meeting have been complete. |  |  |  |

I confirm that all requirements have been met prior to Pre-Commencement.

**Site Representative**

Name: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

**Comments:** Click or tap here to enter text.