

Checklist / certification – hoarding installation

This form must be completed by the hoarding supplier / installer. Additional to this checklist, installed hoardings must comply fully with all conditions of approval and the City's **Guidelines for Hoardings and Scaffolding** (the 'Guidelines').

Email to: «Building_Surveyor_Comm_2»

Property address: «All_Locations»

Permit number: «Application_Number»

Item No.	Hoarding element (includes the applicable 'Guidelines' clause reference)	Complies (✓ or N/A)	Comments
General - Type A and Type B hoardings			
1	Hoarding installation is in accordance with the approval and the <i>Guidelines</i>		
2	Clear pedestrian footway width/s are provided in accordance with the approval and/or the <i>Guidelines</i> – 3.9.1(h) to (n)		
3	Utility pit hatches & kerb ramps are clear of obstructions – 3.9.3(u) & (v)		
4	Painting is fully completed (3.9.7) & conduits/wiring painted (3.9.9(h))		
5	Traffic/pedestrian barriers installed behind the site fence (excavations >1.5m) – 4.2.1		
6	Plywood sheets 1200 mm wide (min.); 17 mm thick (12 mm for minor works); plumb; neatly butt-jointed; screw fixings fully countersunk - 3.9.3(n)		
7	Trimming - capping & skirting (top & bottom) neatly installed - Fig. 90		
8	Access doors open inward or slide internally & soundly installed - 3.9.8(a)		
9	Public viewing windows installed (excavations >1.5m) - 3.9.3(p)		
Type B hoarding			
10	Deck height is 3m (min.) to U/S of beams (3.9.1(a)) except on sloping footways; & 4.5m (min.) at truck entries - 3.9.8(g)		
11	Deck watertightness and drainage – fully watertight & water is collected and discharged to the site or street gutter – 3.9.4(c)		
12	Columns/counterweights smooth finished (3.9.2(b)); clear spacings not less than 4m (city centre) & 2.5m outside city (except where variations approved - 3.9.1(d)); U/S horizontal weights 150mm (min.) above footway		
13	White banding (1 metre) on black hoardings – neatly painted on columns and/or corners of vertical counterweights – Fig. 63(a)		
14	Steel soleplates bear fully on the footway surface (no timber boards/packing used); levelling screws do not exceed 150 mm – 3.9.2(g)		
15	Access gates/doors at truck entries extend fully to the U/S of the deck & slide or open internally - 3.9.8(a) & (g)		
16	Fascias installed with minimal gaps; fully screen sheds/approved equipment; & end panels provided at high-bay truck access points - 3.9.5		
17	Supplementary beams/trusses (fascia coverage) members are fully covered including at the ends of the hoarding - 3.9.5(c)		
18	Lighting provided including at high-bay truck entry points; placed high on the fence or to the U/S of the deck; is fully operational and meets min. illumination levels; & conduits/cables are neatly installed - 3.9.9		

I, (name) _____, of (business name of hoarding supplier / installer): _____ certify (see Notes 1 and 2) that the hoarding is installed in accordance with the approved drawings and complies fully with the **Guidelines for Hoardings and Scaffolding** including the principal elements listed above, except where variations have been specifically approved.
Note: Separate certification for structural elements of the installation must also be completed and lodged – refer to the template certificate attached to the Permit.

Signed: _____

Date: _____

Notes:

1. A person who carries out an activity (installation of temporary structures) otherwise than in accordance with the terms of an approval is guilty of an offence and financial penalties can apply (s627 of the Local Government Act). If it is found that this checklist/certificate has not been completed fully and accurately and the hoarding installation is non-compliant with the approval (permit) including the *Guidelines* (except where approved variation/s to the *Guidelines* have been granted), the City may issue fines of up to \$6,000.
2. Under s109 of the Local Government Act an approval (permit) can be revoked in circumstances where a person fails to comply with a condition of approval. Where an approval is revoked, the non-complying temporary structure must be removed.