



Pre-construction meeting checklist

Site:	WGN/WAR:
Consent holder/representative:	
Email:	Phone:
Consultant:	
Email:	Phone:
Contractor:	
Email:	Phone:
Site foreman:	
Email:	Phone:

- Resource consent conditions and Erosion and Sediment Control Plan**
 - Copy on site and with all contractors
 - All conditions are understood
 - Any specific conditions or risks for this site discussed
 - Copy of Erosion and Sediment Control Plan on site
 - Winter works process explained

- Implementation of inspection notices**
 - Who will receive email copies
 - Communication lines and responsibilities clarified
 - Meeting/inspection timeframes discussed

- Greater Wellington rating system**
 - Ratings determined at the time of the inspection
 - Ratings can influence enforcement decisions
 - Copy of the rating system examples to site representatives

- Common issues**
 - Poor construction of erosion and sediment controls
 - Poor maintenance of erosion and sediment controls
 - Poor communication between parties within site, and between site and GW

- Removal/modification of erosion and sediment controls**
 - Stabilisation of at least 80% of site required and GW approval required before removal
 - Modification of ESCs must be discussed with GW as GW approval may be required

Signature and agreement of understanding from all parties attending this Pre-construction meeting
Date: