



CERTIFICATE OF SITE HANDOVER- NEW DEVELOPMENT

Please note that this document must be completed in full and all supporting documents must be attached, including proof of plan approval. Failure in completing this document in full and attaching supporting documentation will result that the site will not be handed over to the Principal Building Contractor for construction work to commence.

A] Lot number:

Registered owner:

**THE NAME OF THE OWNER TO BE THE SAME AS INDICATED ON THE DRAWINGS AND APPLICATION FORM -
SUBMIT A POWER OF ATTORNEY IF NOT SIGNED BY OWNER.**

Architect/Building designer.....Tel No:

Principal Agent:Tel.No:

Principal Contractor:Tel. No:

Foreman / Site Agent: Tel. No:

Engineer:Tel. No.:

Land Surveyor:Tel. No.:

Quantity Surveyor: Tel. No.:

Landscape designer:..... Tel. No.:

Landscape contractor: Tel. No.:

Environmental Control Officer: Tel. No.:

Safety Officer: Tel. No.:



B] THE FOLLOWING QUESTIONS MUST BE COMPLETED ON SITE BY IRHOA

1. Access to site during construction:.....
2. a) Has the boundary pegs been located and pointed out to the IRHOA: Yes / No
 b) Are they flagged? Yes / No
3. Land Surveyor's Certificate attached: Yes / No
 Date of Certificate:
4. Is site on site soil sufficient for percolation?: Yes / No
5. What storm water control is being implemented during construction:

6. Water connection located: Yes / No
 Application made to HOA for connection :.....
7. Electricity connection located: Yes / No
 Electrical deposit paid:
8. What services are in the verge:

9. Position of site toilet:Chemical

THE TOILET AND CHANGING AREA MUST BE SCREENED OFF WITH 80% FACTOR GREEN SHADE CLOTH.

10. Contractor's notice board position:

THE NOTICE BOARD MUST BE ERECTED WITHIN 14 WORKING DAYS FROM DATE OF THIS DOCUMENT AND PRIOR TO ANY BUILDING OR EARTH WORK COMMENCING. THE BOARD MUST BE AS PER APPROVED IRHOA DESIGN.



11. Special conditions or requirements to adjoining sites:

.....

PLEASE NOTE THAT THE PERIMETER OF THE SITE MUST BE FENCED WITHIN 7 WORKING DAYS FROM DATE OF THIS DOCUMENT AND PRIOR TO ANY BUILDING AND EARTHWORK COMMENCING, WITH 80% FACTOR GREEN SHADE CLOTH AS PER CLAUSE 5.0 OF THE CONTRACTORS OBLIGATION AGREEMENT. PLEASE ALSO NOTE THAT THE SECURITY LEVY, AND THE ROAD AND VERGE DAMAGES LEVY WILL COMMENCE FROM DATE OF THIS SITE HAND-OVER, AND TERMINATE ON THE DATE OF COMPLETION INSPECTION AND CLEARANCE BY INTABA.

12. Charges to Contractor

12.1) Monthly Security Levy **R1195** This amount to be levied by the IRHOA to the contractor monthly in advance. All contractors to use the contractors gate. Contractors to sign each person in and out each day.

12.2) Damages Deposit **R10 000** This amount to be refunded to Contractor at the completion of the building works once site handover has been achieved.

13. Charges to Owner

13.1) Damages Deposit **R10 000 (R 20 000**, should there be no architect/principal agent supervision) This amount to be refunded to Owner at the completion of the landscaping.

Signed on site:

.....

Principal Contractor Architect/Principal Agent Owner

.....

IRHOA Date Time

Architect/Principal Agent must notify IRHOA of any delay in building work, and request extension of building period.



SITE HANDOVER CRITERIA

The IRHOA requires the following documentation and procedures to be followed prior to a site being handed over for construction.

SITE HANDOVER AFTER APPROVAL OF BUILDING PLANS

The following documentation is required at least 3 working days prior to the anticipated site handover date:

1. The certificate of site handover. Part A & B fully completed and signed by the registered owner.
2. A copy of the Local Authority approved Building plan and Approval letter.

(Please note: There must be no changes made to the Local Authority Approved Drawings after IRHOA approval. Any changes required by the L.A must be reported to IRHOA prior to approval.)
3. Copy of the Title Deeds (not the draft copy) and proof of transfer.
4. Copy of SG Diagram.
5. Copy of the Surveyor's Beacon Certificate (not older than 3 months).
6. Copy of the Building Contractor's Contract with the owner.
7. Proof of Contractor and Owner Damages Deposits paid.
8. Copy of the compulsory Contractor's Insurance Certificate.
9. Copy of the Professional Notice Board layout. (In the correct format).
10. A copy of the approved Storm water Management and control during construction.
11. A copy of the approved Earthworks plan.
12. A copy of the Building Contractor's NHBRC Certificate.
13. A copy of proof of the project registration with the NHBRC.
14. Copy of photographs taken of the site, road, verge, and any services.



15. Copy of the Building Programme- should the expected building time frame exceed 12 months

Please note:

All of the above requirements must be submitted to IRHOA by the Architect/Principal Agent. No works will be able to commence, should any of the documentation requested above, be outstanding.

IRHOA require 2x Paper Copies of Approved Building Plans + Paper copy of 3D's