



PINNACLE POINT HOME OWNERS ASSOCIATION
SITE HAND OVER FORM FOR COMMENCEMENT OF CONSTRUCTION

This section to be filled in by the CONTRACTOR:

Property and Development Particulars: PLOT NO: _____ Date: _____

| Details required | | PPHOA |
|---|--|-------|
| Plot No. & Street Name: | | |
| Architect/Author of Plans: | | |
| Contact No. of Architect/Author of Plans | | |
| Owners: | | |
| Contact No. of Owner: | | |
| Contractor: | | |
| Contact No. of Contractor: | | |
| Date of Plan approval by Municipality: | | |
| Contractor and PPHOA in possession of approved plans: | | |
| Expected completion date: | | |

Checklist of requirements for Site Hand Over:

Name of Designated Registered Responsible Person for this Project: _____

Tel No: _____

| Details required | PPHOA action | Contractor action | PPHOA |
|---|--------------|-------------------|-------|
| Certificate/proof of registered responsible person on project | | • | |
| Contractor's NHBRC Registration | | • | |
| Development NHBRC Registration | | • | |
| Beacon certificate | | • | |
| MBA (Master Builders Association) | | • | |
| Proof of Insurance: Works Risk & Public Liability | • | • | |
| Letter of good standing (UIF) | • | • | |
| Building rules document signed | • | • | |
| Levies up to date | • | • | |
| Builders deposit paid to PPHOA R10 000 (Refundable) | • | • | |
| Road levy paid to PPHOA R11 400 | • | • | |
| PPHOA Security clearance | • | • | |
| Archaeologist monitoring agreement signed | | • | |
| Health and Safety plan in place | | • | |
| Electrical application | • | • | |
| Contractors Board erected | | • | |
| Search and rescue | • | • | |

| Position of: | PPHOA action | Contractor action | PPHOA |
|---------------------|--------------|-------------------|-------|
| Building Lines | • | • | |
| Shade cloth | • | • | |
| Materials store | • | • | |
| Refuse container | • | • | |
| Site toilet | • | • | |
| Access to site | • | • | |
| Water meter | • | • | |
| Sewer connection | • | • | |
| Electricity supply | • | • | |
| Contractors parking | • | • | |

Completion Clearance Certificate:

| Information required | PPHOA action | Contractor action | PPHOA |
|--|--------------|-------------------|-------|
| Approved Stormwater plan | | • | |
| Approved Landscaping Plan | • | • | |
| Approved exterior colours | | • | |
| Approved external lighting | | • | |
| Height certificate | | • | |
| Local Authority's Occupation certificate | | • | |
| Signage indicating ERF Nr | | • | |
| Service sleeves as per plan | | • | |

**PINNACLE POINT HOME OWNERS ASSOCIATION
SITE HANDOVER FORM TOR COMMENCEMENT OF CONSTRUCTION:**

This section has to be completed by the CONTRACTOR & OWNER, OR ARCHITECT ON OWNER'S BEHALF

Property & Development Particulars: LOT NO: _____

We the undersigned hereby undertake that the dwelling to be constructed at the above address will be built and used strictly in accordance with the APPROVED PLANS, and agree to the following:

1. Any deviations from the approved plans that may be requested or deemed necessary shall be applied for and approved by the PPHOA Architectural Review Committee.
2. The PPHOA have the authority to instruct any builder to demolish any unapproved deviations irrespective of the extent or degree of completeness of such work.
3. The PPHOA have the authority to instruct any builder to cease building operations due to breach of any aspect of this agreement.
4. AS BUILT PLANS are to be submitted for approval to the PPHOA Architectural Review Committee

