



Project Title

Description

Developer's/Client's details

Name of entity

Address

Contact person

Tel. number

E-mail

Applicant details

Company

Address

Contact person

Tel. number

E-mail

These documents are submitted for audit and comments or endorsement.

All Documents are in accordance with the design brief and have been prepared in accordance with the Requirements detailed in Reference Document AA-REF-10 Requirements for Submission Requesting Soft landscape Consolidation Commencement or Handover (Ref-10) and and Reference Document AA-REF-08 and Reference Document AA-REF-11 Requirements for Works as Executed Quality Records (Ref-08 and Ref-11).

Note: The Submission must be complete and include all the elements for the Works. TCCS will not accept incomplete Submissions or Submissions from individual consultants for separate elements of the Works. Where TCCS considers the Submission to be incomplete, the Applicant will be advised within five working days to this effect and will be requested to collect the Submission from TCCS offices. Assessment will not commence until a complete Submission has been received.

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Prepared by

Date

	Yes	No	Office use
Certifications by Landscape Architects (Ref 10 clause 5.2.1)			
Site inspection report (Ref 10 clause 5.2.3)			
Copy of the Design Acceptance certificate (Ref 10 clause 5.2.2)			
A proposed maintenance programme (Ref 10 clause 5.2.4)			

	Yes	No	N/A	Office use
A list of all amendments to the design approved by TAMS (Ref 10 clause 5.2.7)				
A list of defects (Ref 10 clause 5.2.5)				
Asset Description forms (Ref 08 clause 4.1.6)				
Project description (Ref 08 clause 4.1.2)				
Parties to the project (Ref 08 clause 4.1.5)				
Summary of quality records (Ref 08 clause 4.1.8)				
List of all drawings and revision numbers				
Works as Executed Quality Records (Ref 08 and Ref 11)				
Warranty documents (Ref 08 clause 4.1.16)				
Keys and locks (Ref 08 clause 4.1.10)				
Cover letter for Suburban Land Agency projects only)				

Submission status

	1st submission	2nd submission	3rd or following submission
Soft landscape			

As per "Fees and charges Guideline to the Industry", fees apply for the assessment of the 3rd and the following submissions.

Office use only

Compliance with documentation requirements of Reference Document 10 and Reference Document 08

	compliant	not compliant
submission		

Checked by

Date