

Principal planner and project manager

As **PRINCIPAL PLANNER** and/or **PROJECT MANAGER**, we are responsible for:

- Holding meetings with you according to your needs and wishes, in which we provide information, tips and guidance through the entire project
- Checking and reviewing the plans as a whole with you before we start an application for a building permit
- Helping you when required with filling in a permit application and other documents
- Conducting a ground survey and writing a report, or surveying a plot according to the Building Inspection requirements
- Compiling a damp management plan for your construction project according to the Building Inspection requirements
- Taking part in the initial meeting with the Building Inspection with you when a permit has been granted
- Acting as damp management coordinator during building
- Issuing a completion certificate for the building project to your bank if requested
- Ordering official inspections by the Building Inspection according to construction progress
- Continually monitoring and checking building work
- Maintaining an inspection record we give you and the Building Inspector when the project is completed

A principal planner is always needed

- When erecting new buildings and for renovation projects that involve multiple parties

Their duties include

- responsibility for the design and quality of the building as a whole and ensuring that all requirements set for the project are fulfilled
- responsibility for ensuring sufficient information is provided and made known to the planners in consultation with the initiator of the project
- responsibility for all necessary planning being done, whilst eliminating any contradictions

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- responsibility for all documents for the building permit application, any special plans and reports are compiled and submitted to the Building Inspection
- responsibility for the initial meeting with the Building Inspection along with the customer or their representative

A project manager is always needed

- for construction work that requires a permit or other approval from the authorities
- for excavating, filling, explosive and piling work related to a construction project or demolition

Their duties include

- responsibility for the performance and quality of the work, and ensuring that it is done according to best practice
- responsibility for necessary drawings and specifications being available at the site
- responsibility for corrective and preventive measures
- managing construction work and ensuring it is performed according to the provisions, regulations and authorised permits
- maintaining an inspection record for the construction work and ordering official inspections as the work progresses

The principal planner and/or project manager can be a person with appropriate qualifications within the construction industry, or the qualifications required to become a principal planner and/or project manager. The principal planner and/or project manager must also have sufficient experience within the construction industry given the nature and scope of the project.