The below table outlines some standard milestones and what evidence is required. Please ensure date recorded as evidence of a completed milestone is within the nominated reporting period.

|  |  |
| --- | --- |
| **Milestone** | **Evidence Required** |
| **Approval of Development & Delivery PPR** | Approval Instrument for project |
| **Award of contract** | Formal Instrument of Agreement including print out from Tastender website of contract award details, if applicable. |
| **Award of contract and commencement of works** | Formal Instrument of Agreement including print out from Tastender website of contract award details, if applicable. |
| Possession of Site Certificate |
| Photographic evidence of commencement of works\* |
| **Mid-construction milestone (Councils)** | Signed Construction Progress Report evidencing works |
| Photographic evidence of works completed\* |
| Additional project-specific evidence |
| **Practical Completion** | Practical Completion Certificate signed |
| Photographic evidence of practical completion of works\* |
| **Post Completion Report** | Post Completion Report (draft PCR to be submitted to Australian Government for milestone confirmation) |
| PCB template (Post-Completion Phase only) |
| Photographic evidence of completed works\* |

\* Photographic evidence for each milestone needs only 2-3 photos, preferably labelled.