

## Accreditation Checklist

This schedule must be completed and included with each submission. Please mark the checklist to confirm each item has been sent and initial each section to confirm that the submission is your own work. Please would you also upload the documents, numbered and in the same order as per the list below, on to Dropbox with the file name as per the list followed by your name.

<b>SGD Membership Number:</b>	<b>Name:</b>
<b>Type of submission:</b>	<b>Single / Multiple (delete as appropriate)</b>
<b>Materials submission date:</b>	<b>Accreditation date:</b>

Please note: If all items are not received and in an acceptable form on or before the Materials Submission Date, your accreditation date may be delayed.

Name of Project <i>(if passed Project 1 or 2 please include date of pass)</i>
Project 1 :
Project 2 :
Project 3 :

Dropbox File Name	Project 1	Project 2	Project 3
1. CV – Your name			
2. Agreed Client Brief – Your name			
3. Client-Designer Contract Documentation – Your name			
4. Site Survey – Your name			
5. Site Analysis – Your name			
6. Design Rationale – Your name			
7. Presentation Plan, cross-section – Your name			
8. Planting Plan(s) – Your name			
9. Plant Schedule – Your name			
10. Setting Out Plan(s) – Your name			
11. Construction Details – <i>a minimum of TWO of the most significant features</i> - Your name			
12. Specification and Contracts for site works – Your name			
13. Management & Development Plan with Sustainability Statement - Your name <b>(Project 3 only)</b>			
14. CDM Risk Assessment – Your name <b>(Project 3 only)</b>			
15. Photographic Record – Your name			

Submit all of the above items via Dropbox in PDF format. Please send a printed Presentation Plan and Planting Plan at an accurate scale as indicated on drawing and on appropriate paper size. These documents should be sent directly to the address of the Accreditation Co-Chair which the office will supply. Please supply plans in a flexible paper A4 envelope. No folders, files etc are required. Unfortunately, any projects not received by the submission date have the possibility of not being reviewed on the accreditation date. An optional supporting portfolio can also be submitted to the Dropbox, clearly labelled.