Landscaping Request Form

All forms must be submitted at slab pouring stage to **huntlee@lwpproperty.com.au**

Date of Application:	
Lot Number:	Address:

Personal details

Primary Contact
Full Name:
Phone Number:
Email Address:
Secondary/Authorised Contact
Full Name:
Phone Number:
Email Address:

Builder details

Building Company:	
Contact Name:	Phone Number:

Completion details

Estimated date of house completion:	
Estimated date of driveway completion:	
NOTE: Landscaping will not commence until the driveway has been installed and the site is cleared	

Additional work

1. Retaining your yard may require regulatory approval. If you intend to retain, please contact your local Council to obtain any requirements first. **2.** Please indicate (to the right) the type of retaining & the estimated completion date for the retaining wall/s.	☐ Blockwall ☐ Concrete sleeper ☐ Timber sleeper Estimated date of retaining wall completion: _____
3. Are you having a pool installed? If yes, please indicate (to the right) the estimated completion time.	
4. Would you like to be contacted regarding backyard landscaping? Note: This is an additional cost.	**Circle:** **Yes** **No**

Landscaping Checklist Acknowledgment

- ☐ All areas must be falling on an even grade away from buildings and 100mm below finished heights
- ☐ All areas must be free of rubbish and contaminants
  (Including paint & render washout, builder's rubbish, etc. For example, Concrete, timber and bricks)
- ☐ Access to the entire area is required for the duration of the work
- ☐ Duration of work will be determined between Huntlee Academy and the owner, which will be dependent on weather, material supply, scheduling availability, additional works, etc.
- ☐ The owner/builder must provide a worksite deemed safe by Huntlee Academy
- ☐ Driveways must be installed and the site levelled and cleared before landscaping begins
- ☐ Builder/owner must rectify any damage to the verge including turf and footpath prior to receiving front yard landscaping
- ☐ Footpaths installed by the developer are not to be removed for driveway installation

Please note: Completing your landscaping before installing a fence creates risks to both the landscaping and the structural integrity of the fence. Fence installers will require access to the boundary line, and pre-existing gardens often hinder the process, leading to damaged plants and added costs. Especially if heavy machinery is required for boundary modifications.

Exclusions:

- Ongoing maintenance
- Subsoil drainage and irrigation
- Removal of fence panels for site access (If already installed)
- Return fencing and front yard fencing
- Paving/Concreting
- Mailbox installation
- Retaining, hard edging and sleepers

Delays:

The following may result in delays with regard to beginning scheduled work:

- Failure to return phone calls, emails, designs and not responding to general correspondence
- Failure to adequately clear/level the site in accordance with the above checklist
- Delay in construction of retaining
- Delay in driveway installation
- Delay in installation of decks, pools, 3rd party landscape elements
- Request for detailed designs, non-standard plants, or items requiring special order
- Request for additional work e.g. Backyard landscaping

Name:
Signature:

Office use only:

Date received:	Date actioned:
Date filed:	Signed: