

# Huntlee Fencing & Landscaping Request Form



All forms must be returned to [huntlee@lwpproperty.com.au](mailto:huntlee@lwpproperty.com.au) to ensure timely processing

## Application details

Fencing  Landscaping

Date of application:	Lot number:
Address	

## Personal details

Primary contact
Name:
Phone:
Email:
Secondary/Authorised contact
Name:
Phone:
Email:

## Builder details

Building company:	
Contact name:	Phone:

## Completion details

Estimated date of house completion:	
<i>NOTE: Fencing will not commence until the temporary fencing has been removed and the site cleared</i>	
Estimated date of driveway completion:	
<i>NOTE: Landscaping will not commence until the driveway has been installed and the site cleared</i>	

## Additional work

<p><b>1.</b> Retaining on the boundary requires regulatory approval. If you intend to retain on the boundary, contact your neighbours and arrange regulatory approval.</p> <p><b>2.</b> Please indicate the type &amp; estimated completion time for the retaining wall.</p>	<p><input type="checkbox"/> Block</p> <p><input type="checkbox"/> Panel      <b>Date:</b></p> <p>Retaining on the boundary shall be sufficiently engineered to support the erection of boundary fencing above. It shall be constructed in masonry or stone in approved colours and finishes. Where core drilling of the retaining wall is required to erect fencing the cost will be passed onto the owner of the wall.</p>
<p><b>3.</b> Are you having a pool installed? If yes, please indicate estimated completion time</p>	
<p><b>3.</b> Would you like to be contacted regarding backyard landscaping?</p> <p><i>Note: this is an additional cost if not part of a package</i></p>	<p>Circle      Yes      No</p>

Checklist - Please read and tick the following:

- 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 and builder's rubbish e.g. concrete, timber, bricks, etc.)
- Access to the entire area is required for the duration of the works
- One-meter wide clear access path of travel on one side of the building is required
- No cut within 500mm of the boundary unless an approved structural retaining wall is installed for the boundary fencing to be installed above. Huntlee Academy will notify the owner if the cut to the lot encroaches the boundary and hence requires structural retaining prior to the erection of boundary fencing.
- Duration of work will be determined with Huntlee Academy/owner, which will be dependent on weather, supply, scheduling, 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.

Inclusions

- One initial watering is included only if there is a functioning tap available
- Timber edging is the standard garden edging installed by HA.

Exclusions - I understand the following isn't included:

- Ongoing maintenance
- Subsoil drainage and irrigation
- Removal of panels for access once installed
- Return fencing, front yard fencing, cottage style fencing
- Paving/concreting
- Mailbox installation
- Retaining, hard edging and sleepers

Delays - I understand the following may result in a delay with regards to my installation and may result in my request form being returned (please tick):

- Delay in retuning phone calls, emails, signed designs etc.
- Delay in or not adequately clearing/levelling site
- Delay in retaining completion
- Delay in driveway installation
- Installation of decks, pools etc.
- Request for out of specification plants and detailed designs etc.
- Request for additional work i.e. backyard landscaping, return fencing, fencing height extensions etc.

Additional information -

Return your completed Request Form to [Huntlee@lwpproperty.com.au](mailto:Huntlee@lwpproperty.com.au). As your handover date approaches, the Scheduling Team at Huntlee Academy will contact you to arrange onsite works to complete your new home.

**Signature:**

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Office use:

Date received:	Date actioned:
Date filed:	Signed: