



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

### Additional work

<p>1. Retaining on the boundary requires regulatory approval. If you intend to retain on the boundary contact your neighbours and arrange regulatory approval.</p> <p>2. Please indicate the type &amp; estimated completion time for the retaining wall.</p>	<p><input type="checkbox"/> Block</p> <p><input type="checkbox"/> Panel      Date:</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>3. Are you having a pool installed? If yes, please indicate estimated completion time</p>	
<p>4. Would you like to be contacted regarding backyard landscaping? Note: this is an additional cost if not part of a package</p>	<p>Circle                  Yes                  No</p>



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:



# Fencing & Front Yard Landscaping Checklist

- 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 works
- 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 of 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

## Exclusions:

- 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:

The following may result in a delay with regards to the installation: -

- Failure to return phone calls, emails, designs and general correspondence
- Failure to adequately clear/level 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, return fencing, fencing height extensions