

# ENGINEERING AND FACILITY SERVICES

## LANDSCAPE PLANNING AND DESIGN

### COMPLIANCE CHECKLIST



Name of Subdivision / Stage:

Developer:

Landscape Consultant :

WAPC Reference Number:

Civil Engineer Consultant :

City Application Number:

City of Busselton requires the Landscape Architect mark all items and sign below prior to requesting a Statement of Compliance, to confirm all planning conditions and Engineering Works and Services requirements have been met and other Council prerequisites listed have been finalised.

No.	DETAILS	YES	NO	NA	COMMENTS / ACTIONS	DATE
<b>STRATEGIC PLANNING</b>						
1	Local Water Management Plan (LWMP) received for review.					
2	LWMP comments to Planning <i>(Ensure comments regarding water supply i.e. water usage and allocation and WSUD are included.)</i>					
<b>STATUTORY PLANNING</b>						
1	Urban Water Management Plan (UWMP) received for review.					
2	UWMP comments to Planning. <i>(Ensure comments regarding water supply i.e. water usage and allocation and WSUD are included.)</i>					
<b>SUBDIVISION APPROVAL STAGE</b>						
<b>Landscape Strategy Plan</b>						
1.	Estate's Landscape Strategy (including POS classifications and POS m <sup>2</sup> areas , proposed POS facilities and m <sup>2</sup> areas of landscape treatments for each POS) received from developer for review.					
2	Comment provided to developer on Landscape Strategy.					
3	Revised Landscape Strategy received for City review					
4	Estate's Landscape Strategy endorsed by the City.					
<b>Irrigation Strategy Plan</b>						
1	Estate's POS Irrigation Strategy (including strategic overview - water supply infrastructure and POS water usage calculations) received from developer for review.					
2	Comment provided to developer on Irrigation Strategy.					
3	Revised Irrigation Strategy received for City review					

4	Estate's Irrigation Strategy endorsed by the City.				
	<b>Estate's Water Agreement</b>				
	Preparation and execution of an Estate Water Agreement in accordance with the City endorsed Landscape and Irrigation Strategy Plans				
	NOTE: Refer 'Landscape Maintenance Agreement and Water Agreement' requirements, Items 1 to 15 for procedure and sign off				
	<b>Condition of Subdivision Approval</b>				
1	Development Control Unit Landscape Assessment sheet received from Planning				
2	Development Control Unit Landscape Assessment sheet completed and returned to Planning.				
	<b>Landscape construction drawings</b>				
1	One (1) set of Landscape construction drawings received by email from developer for review.				
2	City Land and Infrastructure officer notified that Landscape construction drawings have been received so data can be collected for Land Report.				
3	Comment provided to developer on Landscape construction drawings.				
4	Requirement for building permits for structures noted on Landscape construction drawings.				
5	Relevant construction details certified by structural engineer on Landscape construction drawings				
6	Amended Landscape construction drawings for City endorsement received.				
7	Landscape construction drawings endorsed by the City.				
	<b>Irrigation construction drawings</b>				
1	One(1) set of irrigation construction drawings including bore, infrastructure and associated requirements received for review.				
2	Comment provided to developer on Irrigation construction drawings.				
3	Amended Irrigation construction drawings for City endorsement received.				
4	Irrigation construction drawings endorsed by the City.				
	<b>Requirements for Water Supply</b>				
1	Copy of Department of Water- License for Water Allocation received from the developer.				
2	Copy of Department of Water - License to Construct a Bore received from the developer.				
	<b>Landscape bonds</b>				
1	Landscape construction cost schedule received from developer for review and to calculate the Implementation Bond amount. <i>(Ensure water supply infrastructure cost is included.)</i>				

2	Developer informed of Implementation Bond and supervision fee amount to be lodged with the City.					
3	Implementation bond received by Finance . <i>(Specify bond amount)</i>					
4	Annual Maintenance Cost Schedule received from developer for review and to calculate the Maintenance Bond amount. <i>(Ensure costs associated with irrigation and water supply is included.)</i>					
5	Developer informed of Maintenance Bond amount to be lodged with the City.					
6	Maintenance bond received by Finance. <i>(Specify bond amount)</i>					
	<b>Landscape Maintenance Agreement and Water Agreement</b>					
1	Provide Legal Services with relevant landscape instruction for the preparation of a Landscape Maintenance Agreement or Water Agreement. <i>(Ensure appropriate water supply clauses are include in LMA.)</i>					
2	Legal instruction required for Agreement by Legal Services. <i>If substantial negotiation is to take place on legal issues – legal can, where appropriate to do so, contact developer/external client (on EWS’s behalf) to develop an agreement in accordance with EWS instructions;</i>					
3	Legal to email back draft Agreement for EWS check.					
4	EWS reviews draft and emails back to Legal.					
5	Legal instructs EWS to send final draft Agreement to developer for comment.					
6	Developer emails back comments – either amend draft or EWS to post two (2) hard copies of Agreement for signing by developer with a covering letter.					
7	On return of both signed copies to EWS; both copies should be reviewed to ensure that no changes have been made by the external parties (and if so they need to be accepted and initialled by all parties including the City) and that all relevant parties have signed all relevant pages of all original agreements.					
8	A sign and seal cover sheet (see memo template) prepared for the CEO and Mayor. <i>(This will assist in the agreements being returned to the appropriate EWS officer).</i>					
9	Sign and seal cover sheet with 2 signed copies of Agreement dispatched to CEO office for City signature. <i>(see memo template)</i>					
10	Both Agreements signed by the City. <i>(see memo template)</i>					

11	After the original Agreements are fully executed (signed and sealed with the common seal) by the City they will be returned to EWS via Katie Banks or Christine Garratt.					
12	Copy of executed Agreement put into ECM by EWS					
13	Photocopy of executed Agreement kept by EWS.					
14	1 copy executed Agreement sent to developer with a covering letter.					
15	1 copy executed Agreement recorded by Records and entered into Legal Register.					
<b>Request for clearance form</b>						
1	Planning's Request for Clearance of landscape conditions signed off. <i>(Email signed off clearance form to Planning.)</i>					
<b>Development Control Subdivision spreadsheet</b>						
1	Record relevant POS data on the Development Control Subdivision spreadsheet.					
<b>Developer's program for completion of landscape works</b>						
1	Developer's program for the completion of the landscape works provided.					
<b>Submitted By:</b>						
<b>Landscape Consultant</b>		<b>Name:</b>			<b>Title:</b>	
		<b>Signature:</b>			<b>Date:</b>	
<b>Checked And Verified By</b>						
<b>City Landscape Architect</b>		<b>Name:</b>			<b>Title:</b>	
		<b>Signature:</b>			<b>Date:</b>	