



Application Form – Landscape Plan Endorsement

FNQROC Development Manual S8 Version 8

Purpose

A Landscape Plan Endorsement is required to received Landscape Practical Completion. The Application and resulting inspection are safeguards to ensure landscape infrastructure is suitable for Council to take carriage of at Final Works Acceptance

1. Applicant Details

Name of Applicant	
Postal Address	
Phone Numbers	
Email Address	
Property Address	
Suburb	
Lot and Plan Description	
Development Name	
Consulting Engineer Name & Organisation	
Consulting Engineer Phone & Email	
Primary Contractor	
Primary Contractor Phone & Email	

2. Landscape Architect or Designer Details

Landscape Architect or Designer name			
Name of Company			
Postal Address			
Phone Number			
Email Address			
Is the Landscape Architect or Designer on Council's Register of Landscape Architects/Designers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are they a qualified Landscape Architect with a current membership with the Australian Institute of Landscape Architects (AILA)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

3. Related Development Approvals

1. Operational Works Approval

Relevant Approval	Details including any reference number for the approval eg 8/**/****		
Date of Approval		Condition Compliance Checklist Attached	<input type="checkbox"/>

2. Planning Approval





Relevant Approval	Details including any reference number for the approval eg 8/**/****		
Date of Approval		Condition Compliance Checklist Attached	<input type="checkbox"/>

*Please provide the revision number or date for any required or amended plans

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4.	Required Documents – Please label and submit documents in the below order. It is critical for the initial assessment to be completed that each document is indicated as “attached” or “N/A” in the below table.		Attached
	1.	Plans of sufficient detail, scale, and quality showing proposed landscaping	<input type="checkbox"/>
	2.	If not lodged online, proof of payment	<input type="checkbox"/> N/A <input type="checkbox"/>
	3.	Condition Compliance Checklist	<input type="checkbox"/>

5.	Declaration		
	Applicants Declaration	I declare that all information in this form and the attached documentation is true and correct.	<input type="checkbox"/>
		I declare that all landscaping works per the endorsed landscaping plan will be completed and maintained until Final Works Acceptance is issued.	<input type="checkbox"/>
		I understand a re-inspection of \$1,750 is applicable if the works are not completed and the initial inspection fails, requiring a re-inspection.	<input type="checkbox"/>
	Full Name		
	Signature		
	Date		

Privacy collection statement	Cairns Regional Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the <i>Information Privacy Act 2009</i> . We are collecting your personal information in accordance with the <i>Planning Act 2016</i> and the <i>Planning Regulation 2017</i> . The information will be used to process this request, update our records, and undertake compliance related activities as necessary. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.		
Submit the form		Cairns Regional Council Att: Executive Manager, Development & Planning PO Box 359, CAIRNS QLD 4870	
		Present your application at a Customer Service Centre located at: 119-145 Spence Street, Cairns This office is open from 8:30am to 4:30pm weekdays (excluding public holidays)	
		You may email your application to planningadmin@cairns.qld.gov.au	
		You may lodge your application through Council’s Development Applications Portal: https://www.cairns.qld.gov.au/property-and-business/development/lodgement#	

After a Landscape Plan has been endorsed, a request for a Landscaping Practical Completion Inspection can be made. Please email request to planningadmin@cairns.qld.gov.au.