

Guideline – Landscape Plan Endorsement and Landscaping Practical Completion

About this Guideline

This Guideline has been prepared to assist applicants to obtain a Landscape Plan Endorsement and a Landscaping Practical Completion.

The Landscape Plan Endorsement and Landscaping Practical Completion Guideline has been carefully designed to match the content and layout of the mandatory Application Form – Landscape Plan Endorsement.

This Guideline should be used as a reference when preparing the submission as it will assist in submitting a complete application, streamlining the approval process once submitted to Council.

Why does Council require a Landscape Plan Endorsement and Landscaping Practical Completion

Landscape Plan Endorsement is a standard condition that may be included on Operational Works or Planning Development Permit to provide a process for formal sign off of the detailed landscape plans where landscape plans have not been submitted and approved as Operational Work. The Endorsement will determine when a Landscaping Practical Completion Inspection is required and the specific requirements that must be met for prior to requesting the inspection. The FNQROC Development Manual (S8 – Specification Landscaping) guides Landscape Practical Completion requirements.

A Landscape Plan Endorsement is required prior to Landscaping Practical Completion. A Landscape Plan Endorsement Application is reviewed by Council, to determine if it is acceptable for endorsement. If the plan is acceptable, a written endorsement is provided. If the plan is unable to be endorsed, this will be discussed and communicated to the applicant. The endorsed Landscape Plan then provides the approved scope of landscaping works to be constructed by the landscaping contractor.

Once the endorsed landscaping works have been completed in accordance with the endorsed plans, a Landscaping Practical Completion Inspection may be requested. Council will inspect the site to ensure any assets we are taking carriage of at Final Works Acceptance are compliant and have been established to the standards of the endorsement.

Applicants should discuss the full requirements with their Landscape Architect, Landscape Designer and Landscaping Contractor to determine the full extent of the landscaping works required and implement the works.

Generally, the Landscaper or Landscape Architect/Designer will lodge the submission to Council on the owner's behalf.

Overview of application process

Broadly, all endorsements will follow the same five (5) steps as shown in the below:



Figure 1 – Overview of application process

Step 1 – Application



Important

Council has processes in place to ensure an efficient turnaround from application to inspection to endorsement. It is vital the Landscape Plan Endorsement Application is complete and compliant at the time of lodgement. An incomplete application will not proceed past an initial assessment and may result in delays to your project.

The Application Form – Landscape Plan Endorsement, states all required details and information to be provided by an applicant.

Council acknowledges it can take time to prepare all the documentation and may involve third party professional assistance.

Once all the documents have been collated, ensure they are clearly labelled according to the Document Order Number, outlined on the Application Form. For example, the Landscape Plan must be labelled as Document 1, the Proof of Payment must be labelled as Document 2 and so on.

Applications are preferred to be lodged electronically at planningadmin@cairns.qld.gov.au.

Step 2 – Assessment

The assessment of the application is a two-part process:

1. The initial assessment is an administrative check to confirm all documents required for the project have been submitted; and
2. The technical assessment is a detailed review of the documents undertaken by Council to confirm the content is correct and compliant.

Due to the administrative nature of the initial assessment, the application form must be entirely completed, including the documentation checklist. The assessment will be carried out based on what has been detailed on the application form. Missing information or incomplete sections will result in an application that cannot be assessed and will be returned to the applicant for resubmission.

You will be advised if Council identifies any errors or omissions in the submission.

Step 3 – Landscape Plan Endorsement

The Landscape Plan is reviewed by Council's technical officers to ensure the standards of the FNQROC Development Manual S8 – Landscaping have been met as well as any relevant conditions from the related Development Permits and be designed by a suitably qualified person such as a Landscape Designer or Landscape Architect.

After the Plan has been reviewed and deemed acceptable, Council will send an Endorsement Letter. Council understands nursery stock availability impacts the ability to plant planned trees and landscaping. Proposed suitable replacement species must be endorsed by Council in writing prior to installation.

Once the full landscaping works have been completed, a Landscaping Practical Completion Inspection may be requested by emailing planningadmin@cairns.qld.gov.au.

Prior to an inspection taking place, the 'As Constructed' Landscaping plans must be sent to Council as evidence of the built assets. This will be outlined in the Landscape Plan Endorsement standard conditions. Where the FNQROC Development setbacks for street tree planting cannot be accommodated such as a conflict with a streetlight or driveway, it is expected that street trees are planted elsewhere within the stage boundary. The 'As Constructed' plans shall demonstrate any changes to the endorsed street tree location(s) and any Council endorsed species substitutes for street tree or landscaping planting. This will ensure Council has a Landscape Plan that is representative of the installed landscaping on file for future reference.

The Landscaping Practical Completion Inspection request should include the applicable file number is clear to avoid unnecessary delays.

Step 4 – Inspection

Once the technical assessment has been completed, Council officers will send a calendar invitation to the nominated representative, for the Landscaping Practical Completion Inspection.

The inspection will take place on site with Council representatives to ensure a comprehensive technical inspection of the assets and site. The applicant's representative is required to attend.

There are two (2) potential outcomes from the Landscaping Practical Completion Inspection, determined based on the FNQROC Development Manual (S8 – Landscaping) and the requirements of the Landscape plan Endorsement and landscaping conditions of the parent Development Approval(s).

If the inspection outcome is determined to be a pass, a Landscaping Practical Completion will be issued shortly after the inspection.

If any areas of concern are identified, this will be communicated at the inspection and be detailed in the Landscaping Practical Completion Failure Notice. This outcome will require a re-inspection after the issues have been addressed. Prior to re-inspection being booked, the Re-Inspection Fee must be paid.

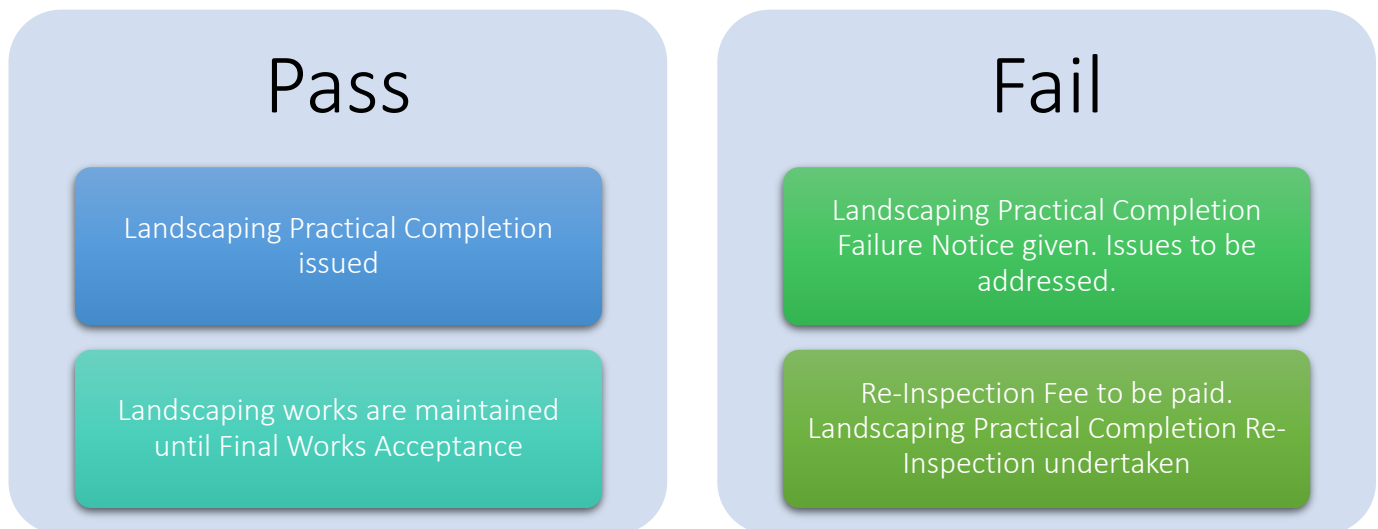


Figure 2 – Overview of possible inspection outcomes

Step 5 – Landscaping Practical Completion Endorsement

Landscaping Practical Completion allows the ability to apply for Final Works Acceptance. A Final Works Acceptance Inspection may only take place a minimum of thirteen (13) weeks from the date on the Landscaping Practical Completion Endorsement. Final Works Acceptance will not be issued if the landscaping works approved at Practical Completion are not maintained until Final Works Acceptance, or if any outstanding items noted to be addressed on the Landscaping Practical Completion Endorsement have not been completed.

Guideline to making a Complete Submission

It is acknowledged that the requirements of an application may be complex. To assist applicants in completing the Application Form and ensuring the provision of correct documentation, the following guidance material has been provided.

The guidance material and the Application Form have been designed so that they can be read together, with the use of consistent formatting and cross-referencing. For example, Section 1 of the below guidance material relates to Section 1 of the Application Form, and so on.

Applicant Details	
Section 1	<i>Guidance: Section 1 requires the applicant who is requesting the endorsement to insert their contact details. The contact details provided will be the point of contact for all Council correspondence about the Application. The applicant is required to provide the property details of the current land that is the subject of the application, including all Registered Plans. This information is required to attach the application to the correct land records of Council.</i>
	<i>The Landscape Architect/Designer and Primary Contractor details are required so Council know who to contact in the instance further information regarding the development is required.</i>

Section 2	Landscape Architect or Landscape Designer Details	
	<p><i>Guidance: Section 2 requires the applicant to provide the details of the suitably qualified person who designed the Landscape Plan. This ensures the plan is completed to the correct standard, by a qualified individual. Council may also use the contact details provided to seek further information if required from the designer of the plan. Council's Register of Landscape Architects and Designers can be accessed on Council's website under Online Services and Forms for Development and Planning.</i></p>	

Section 3	Related Development Approvals	
	PART A - Details of related Development Approvals (Operational Work Approval)	
	Part A	Operational Work Permit reference number(s) (i.e. 8/10/xxxx)
		<i>Guidance: Please state the reference numbers of the related Development Permit for Operational Work (if applicable).</i>
		What is the date of the Approval
		<i>Guidance: Please state the approval date of the Operational Work Development Permit.</i>
		Condition Compliance Checklist
		<i>Guidance: As part of the parent approval, a condition compliance checklist must be completed and attached to the application. This is important for the applicant to identify if they have met all the required conditions to start works.</i>
	PART B - Details of current approval (Related Planning Approval)	
	Part B	Has a Related Planning Approval been issued?
		<i>Guidance: If there is a related approval this will typically be in the form of a Material Change of Use or Reconfiguring a Lot. Often these approvals will contain conditions that will be required to start works. It is the applicant's responsibility to address these requirements in the submission.</i>
		Related Planning Approval reference number (i.e. 8/13/xxxx)
		<i>Guidance: Please state the Development Permit reference number (i.e. 8/13/XXXX) which authorises the creation of the Plan of Subdivision or Material Change of Use.</i>
		Condition Compliance Checklist
		<i>Guidance: As part of the parent approval, a condition compliance checklist must be completed and attached to the submission. This is important for the applicant to identify if they have met all the required conditions to start works.</i>

Mandatory Submission Documents

Please ensure all documents are labelled and submitted in the correct order according to this guide and the Application Form. The initial assessment is dependent on the form being filled out completely. It is critical that each document be indicated as "attached" or "N/A".

Section 4

1.	Plans of sufficient detail, scale, and quality showing proposed landscaping	<i>Guidance: A Detailed Landscape Plan and specifications provide the design standards for the development to ensure the landscape promotes and guides a tropical environment in which the built form is successfully integrated with the natural environment and that the landscaping promotes best practice in tree planting. The Planning Scheme Policy Landscaping and the FNQROC Development Manual provide the guidance on preparing a Landscape Plan.</i>
2.	If not lodged online, proof of payment	<i>Guidance: The Landscape Plan Endorsement Application must be lodged online, and proof of payment received by Council prior to the Landscape Plan Endorsement Application assessment commencing.</i>
3.	Condition Compliance Checklist	<i>Guidance: As part of the parent approval, a condition compliance checklist must be completed and attached to the submission. This is important for the applicant to identify if they have met all the required conditions to start works.</i>

Declaration

Section 5

Guidance:

This section ensures the applicant acknowledges they are aware of the requirements prior to application and the potential Re-Inspection Fee falling due if the works are not completed to the required standard. The declaration is in place to encourage applicants to submit complete forms and avoid preventable fees & charges or delays.

For Enquires and Feedback



Customer Service Centre located at:
119-145 Spence Street, Cairns
This office is open from 8:30am to 4:30pm weekdays
(excluding public holidays)



All electronic enquires must be sent to: planningadmin@cairns.qld.gov.au



For feedback about this form, please send direct to:
planningadmin@cairns.qld.gov.au

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 *Information Privacy Act 2009*. We are collecting your personal information in accordance with the *Planning Act 2016* and the *Planning Regulation 2017*. 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.

Landscape Practical Completion Checklist

Use the below as a checklist to ensure the development is ready for Landscaping Practical Completion. These are the standard requirements for Landscaping Practical Completion. Check the relevant development approval for any further specific conditional landscaping requirements.

Works Checklist	Completed	
On Street Works – Street Tree Planting		
Correct numbers and species in accordance with the locations on the As Constructed drawings. Stakes and ties readjusted or removed as required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Correct installation of root barrier length and height and installed 20mm proud of finish ground	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An acceptable size, well formed, free from disease, insect pests and nutritional deficiencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Weed free	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mulch		
Aged hard woodchip mulch	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1000mm x 1000mm x 100mm depth at the base of the trees	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Clear of the plant stem	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Turf/Grass Seeding/Hydro-mulch		
Minimum vegetation cover of 80% of well rooted, vigorous and healthy level grass, free of weeds of the whole area, mowed flush with the edging/kerb	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Advice Note: Verge and public open space i.e., drainage areas that are other than those immediately fronting a lot that have been disturbed by builders due to current building works on the lot must be as noted above</i>		
Traffic Islands/Roundabouts		
All plants in a healthy growing condition, pruned where necessary. Mulch minimum 150mm depth	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Public Open Spaces – Trees		
Correct species/ location as per As Constructed plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All trees staked and tied, in healthy growing condition and acceptable size	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Installation as per FNQROC planting	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Root barrier installation to protect services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Healthy growing condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hardwood or Natural Forest Mulch to a depth of 100mm with a 1.2m diameter circle at base	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Garden Beds		
All plants in a healthy growing condition, acceptable size, pruned where necessary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mulch to 150mm depth, clear of plant stems	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Edges trimmed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Furniture		
Graffiti free and in good state of repair	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Play Equipment		
In a safe usable condition, safety surfacing to correct depths, operational manuals, warranties submitted to council.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Water		
Drinking taps works with no surrounding muddy patches	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A council water meter has been installed and paid for by the developer/contractor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Irrigation		

Hose connection in working order	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Irrigation systems have been provided and are designed as per the as constructed drawings provided	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Existing Vegetation		
All invasive grass and weeds removed from base of existing trees and edges of woodland/forest	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pathways		
Grass trimmed from the edges of paths. Grass growing on surface of paths removed/killed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Surface of paths swept clean	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fences		
Correct type and location installed as per plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Correct footings installed above the ground and weathered as per FNQROC	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fence Lines		
All fence lines cleared of invasive grasses etc	<input type="checkbox"/> Yes	<input type="checkbox"/> No

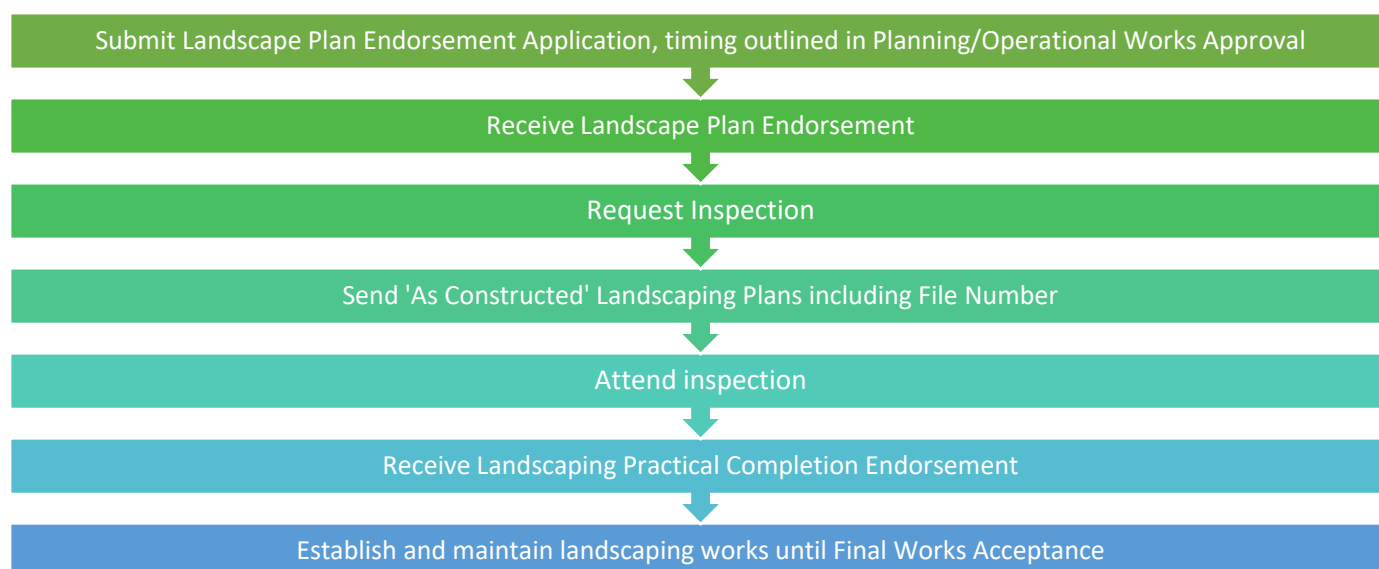
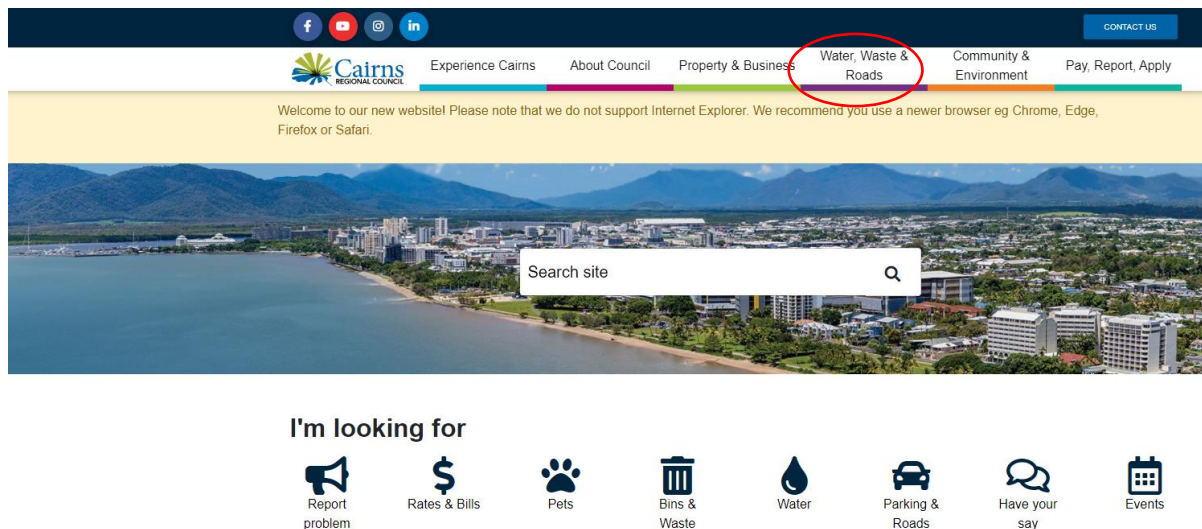


Figure 3 – Landscaping Practical Completion process flowchart

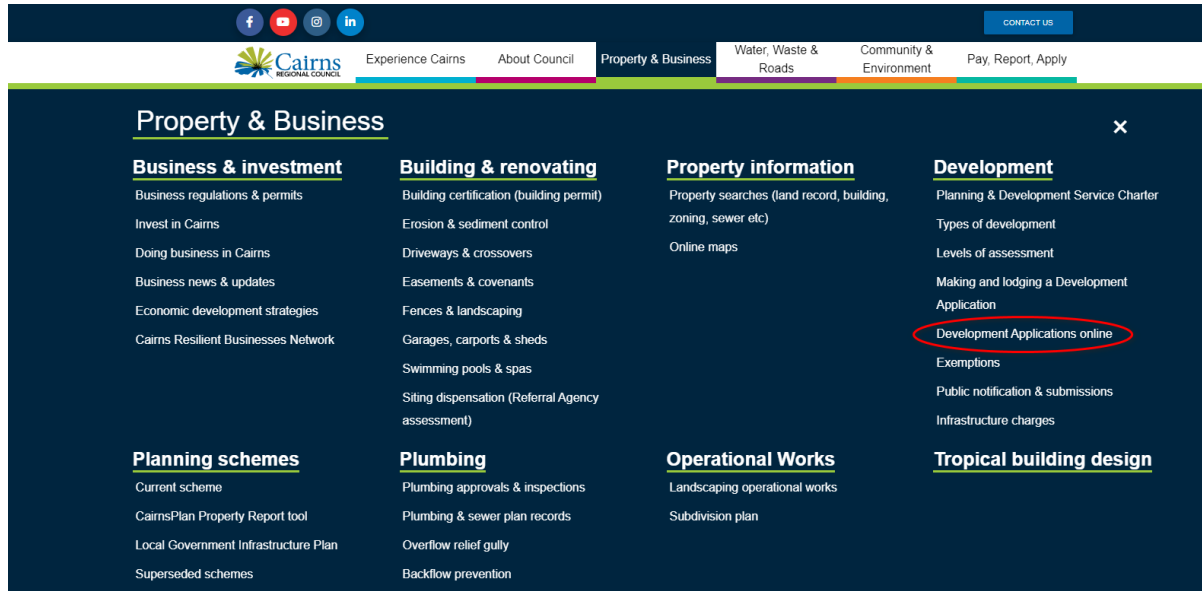
How to lodge online

Access www.cairns.qld.gov.au

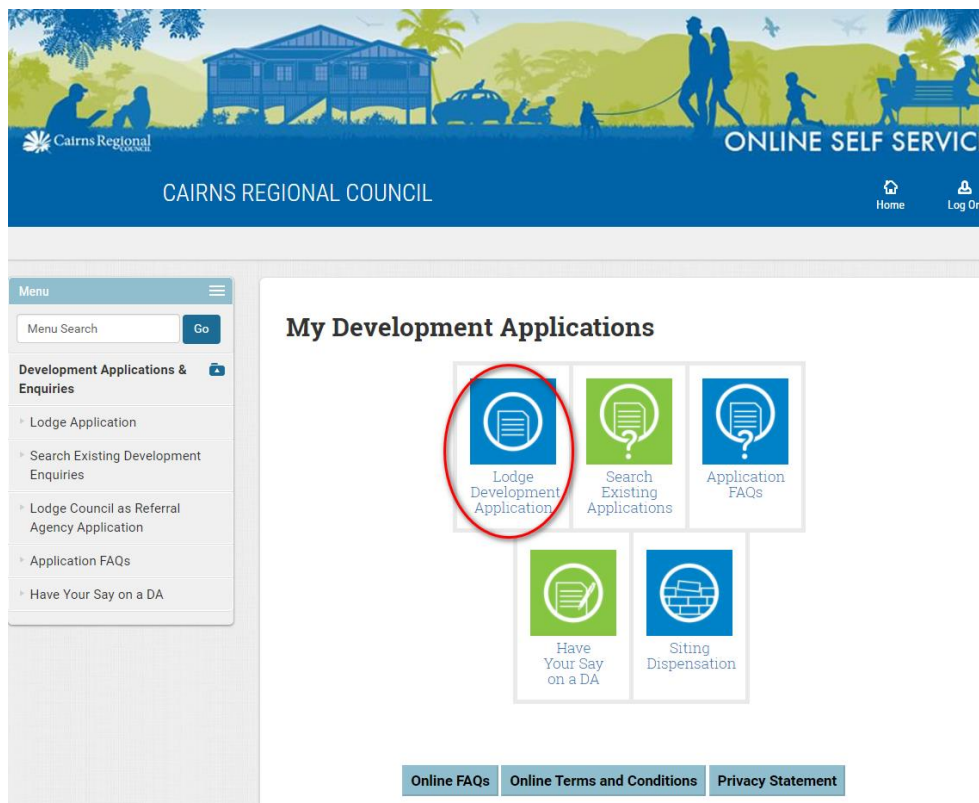
Click on Property & Business.



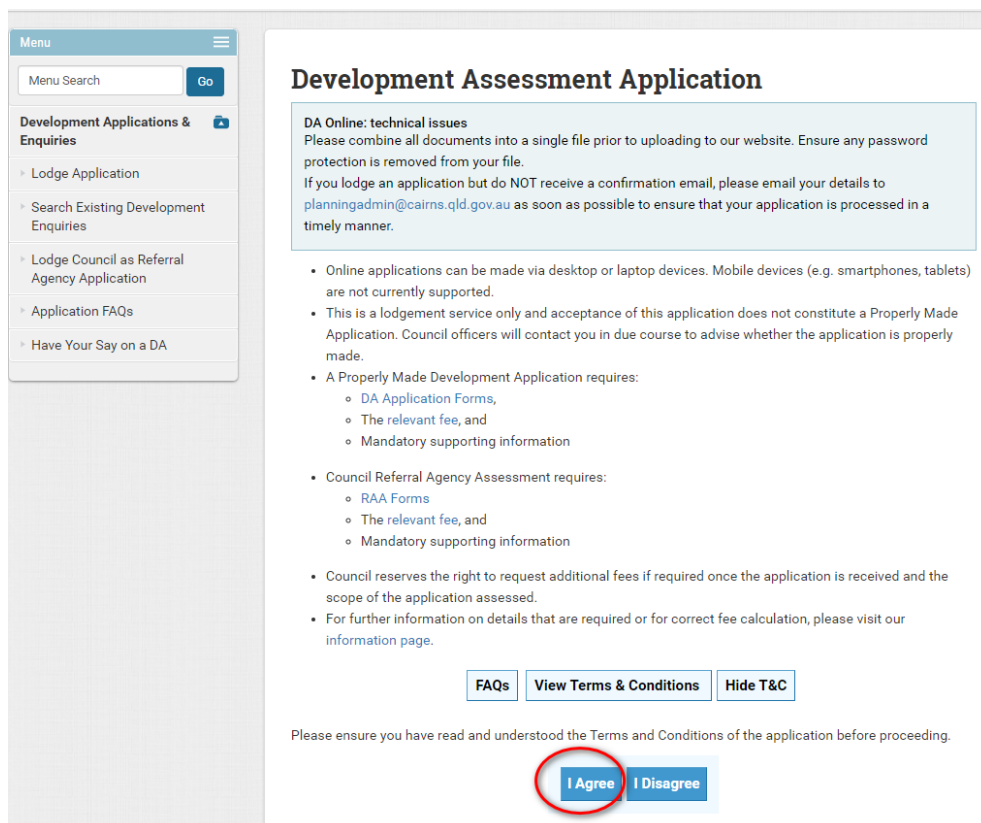
Click on Development Applications online.



Select the “Lodge Development Application”.



In order to continue, the terms and conditions must be agreed to – click on “I Agree”.



Complete the fields within the next screen. Tip – do not enter the street type i.e., road, close, crescent etc. Only enter the name i.e., Sheridan, Abbott, Lake etc.

Development Assessment Application

Submit

Description of Application* (Required)

Enter a brief description of your request

Landscape Endorsement

Check Spelling

Will this development involve trunk infrastructure?* (Required)

No

Applicant Details* (Required)

Customer

Name

Code

CO

Surname *

GGI Cairns Pty Ltd

Given Name * / Second Name

Rebecca

Gould

Clear

Contact Details

Postal address

Street address line 1 *

PO Box 322

Street address line 2*

Street address line 3

EDGE HILL 4870

Postcode *

4870

Work phone

Home phone

Mobile phone

Email address *


rebecca@ggiarchitects.com

Alternate phone

What is your preferred method of contact?


Click on search to select the property.

☐ Email ☒ Not required ☐ Telephone

Other Contacts 

Property* (Required)

Enter some or all of the property details below. If searching by street name, enter the **street name only** (e.g. Spence); do **not** include the street type or suffix (e.g. St, Road, Ave etc). Alternatively you can search by Lot or RP number. Then click the Search button to proceed to the property results screen where you can confirm the address.

Building Name	<input type="text"/>		
Unit No.	<input type="text"/>	Level No.	<input type="text"/>
House No.	<input type="text" value="94-96"/>		
Street Name	<input type="text" value="Woodlock"/>		
Suburb	<input type="text" value="Edmonton"/>		
Title Type	<input type="text" value="All title types"/>		
Lot	<input type="text"/>		
Reg. Plan	<input type="text"/>		
<div> <input type="button" value="Clear"/> <input type="button" value="0 Properties Selected"/></div>			

Double click on the blue property address and click 'finished'.

Cairns Regional Council - Work - Microsoft Edge

https://eservices.cairns.qld.gov.au/eservice/dialog/crm/propertySearch.do?buildingName=&unit=&levelNumber=&house=94-96&endH...

Property Search Results

94-96 Woodlock Drive EDMONTON QLD 4869 – LOT: 903 PT: A SP: 327686

- Find your property from the search results below
- Double click the property to add it your property selection above
- Double click the property in box above to remove from your selection
- Click on the Finished button once all properties required are selected.

94-96 Woodlock Drive EDMONTON QLD 4869 – LOT: 903 PT: A SP: 327686

The Customer Request Entry Screen will return in order to complete lodging the application.

Click on the “Add” button to include pdf document attachments.

Attachments - Maximum of 3* (Required)

Browse for an attachment to link to this application

Add 0 Attachments Selected

Your reference number

What is the Development Type?* (Required)

- Please Select -

Please add further information if required

Please enter payment amount* (Required)

Please re-confirm your email address* (Required)

Submit

It is possible to add multiple attachments here. When complete click ‘Finished’.

https://eservices.cairns.qld.gov.au/eservice/dialog/crm/maintainAttachment.do

Instructions

1. In the Add Attachment panel, select an attachment type from the drop down menu.
2. Enter an appropriate description in the Description field.
3. Select a file to be uploaded using the Choose File button.
4. Click the Add Attachment button to upload the file. Once attached, the file will appear below.
5. For multiple attachments, please repeat steps 1-4 to attach additional documents.
6. Once all attachments have been uploaded, click on the Finished button.

Please ensure you attach the correct documentation supporting your application. If not, your application will not be considered registered with Council until correct information is provided.

*** Please note:

- Attachments cannot exceed 20MB in size.

*** Fields marked with an asterisk are required.**

Add Attachment

* Attachment Type

* Filename No file chosen

* Description

Add Attachment

0 Attachments Selected **Finished**

Customer Request Entry screen will return.

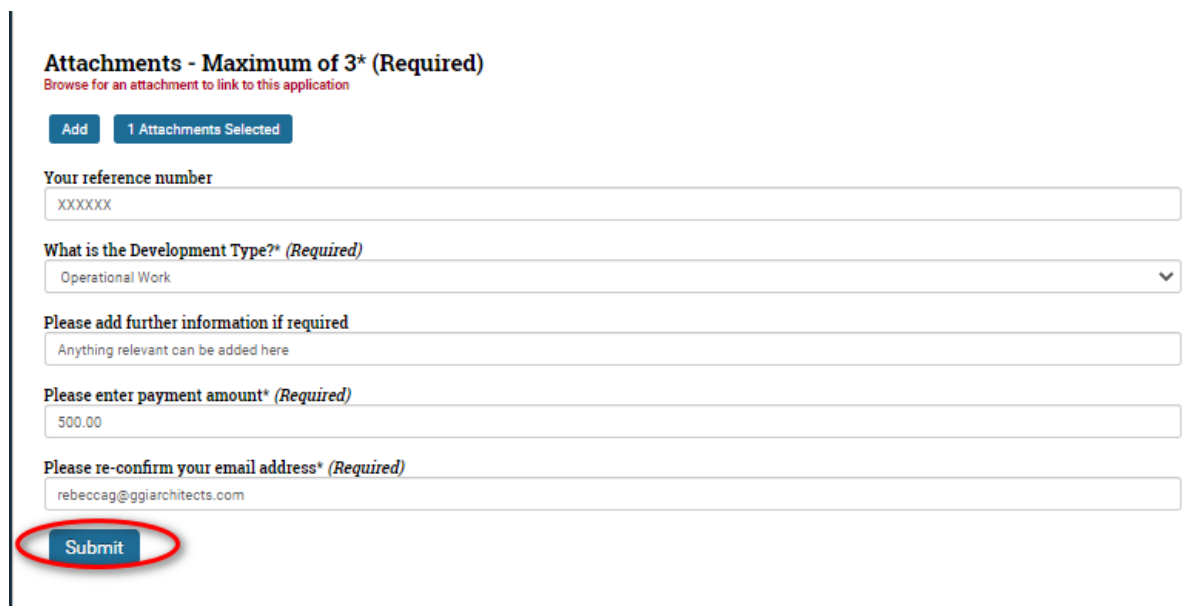
Enter the reference number

Click on the drop down box for Development Type to choose the desired one, if unsure click on the operational works choice for all landscape options.

Any further information may be manually added here.

Move on to the Payment Section and input the amount due.

Re-enter email address and click "Submit".



Attachments - Maximum of 3* (Required)
Browse for an attachment to link to this application

[Add](#) 1 Attachments Selected

Your reference number
XXXXXX

What is the Development Type?* (Required)
Operational Work

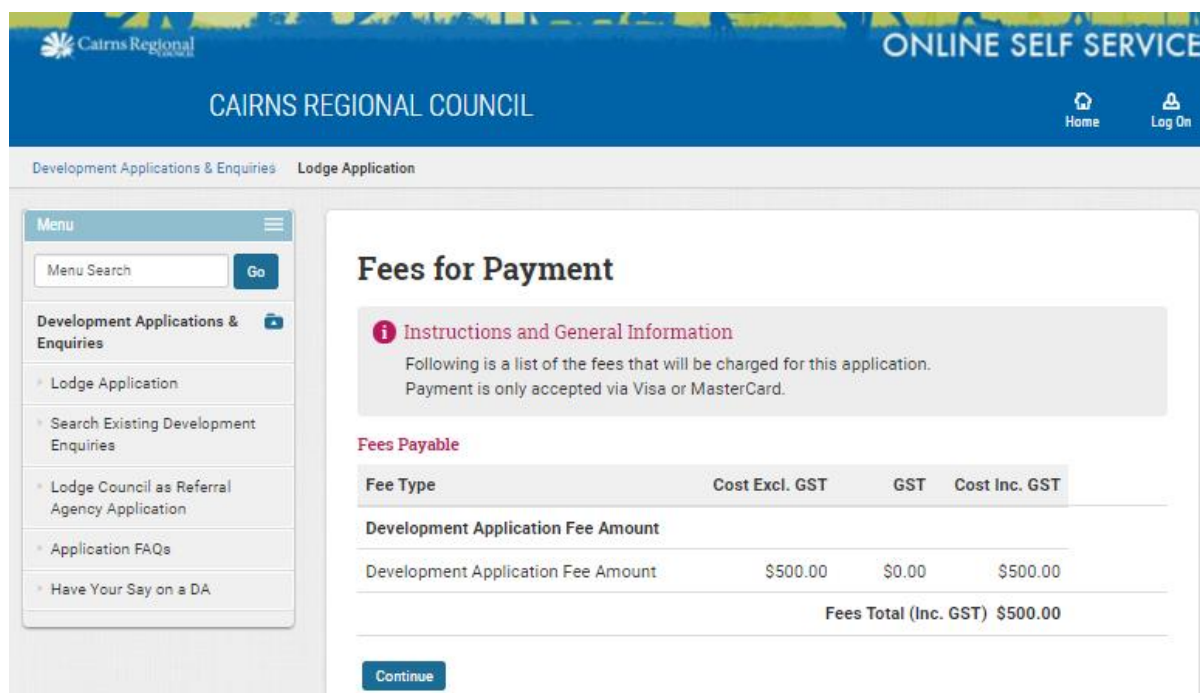
Please add further information if required
Anything relevant can be added here

Please enter payment amount* (Required)
500.00

Please re-confirm your email address* (Required)
rebeccag@ggiarchitects.com

[Submit](#)

The Fees for Payment screen will confirm the amount entered, click "Continue".



CAIRNS REGIONAL COUNCIL ONLINE SELF SERVICE

Development Applications & Enquiries Lodge Application

Menu

Menu Search [Go](#)

Development Applications & Enquiries

- Lodge Application
- Search Existing Development Enquiries
- Lodge Council as Referral Agency Application
- Application FAQs
- Have Your Say on a DA

Fees for Payment

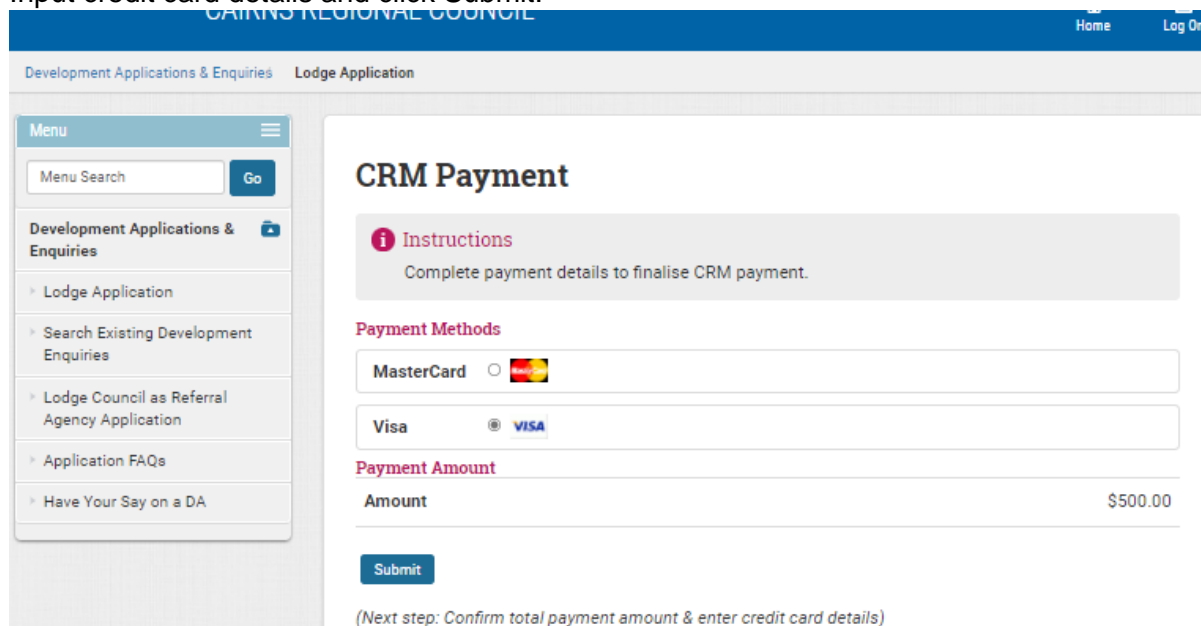
Instructions and General Information
Following is a list of the fees that will be charged for this application.
Payment is only accepted via Visa or MasterCard.

Fees Payable

Fee Type	Cost Excl. GST	GST	Cost Inc. GST
Development Application Fee Amount			
Development Application Fee Amount	\$500.00	\$0.00	\$500.00
Fees Total (Inc. GST)			\$500.00

[Continue](#)


Input credit card details and click Submit.




CRM Payment

Instructions
Complete payment details to finalise CRM payment.

Payment Methods

MasterCard ☐ 

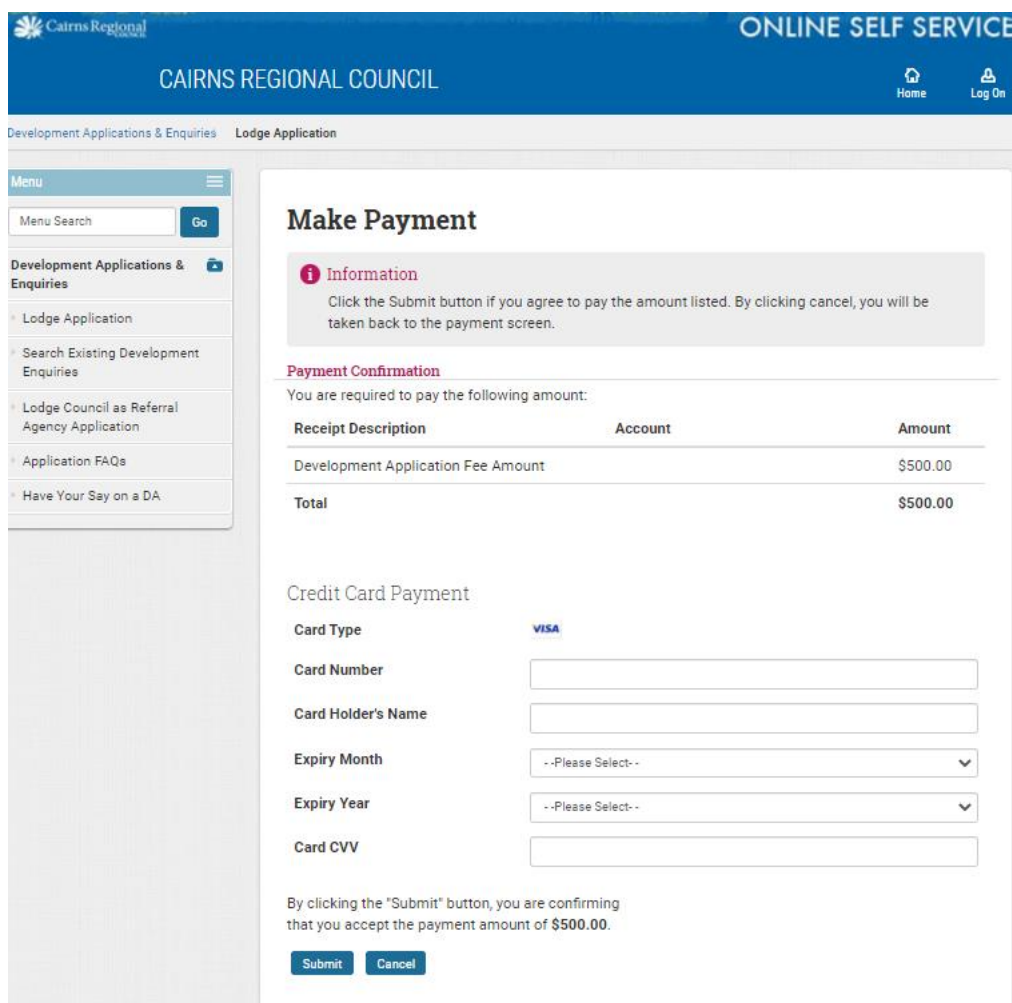
Visa ☒ 

Payment Amount

Amount	
	\$500.00

Submit

(Next step: Confirm total payment amount & enter credit card details)




Make Payment

Information
Click the Submit button if you agree to pay the amount listed. By clicking cancel, you will be taken back to the payment screen.

Payment Confirmation
You are required to pay the following amount:

Receipt Description	Account	Amount
Development Application Fee Amount		\$500.00
Total		\$500.00

Credit Card Payment

Card Type 

Card Number

Card Holder's Name

Expiry Month

Expiry Year

Card CVV

By clicking the "Submit" button, you are confirming that you accept the payment amount of \$500.00.

Submit **Cancel**

The application is now officially lodged, confirmation will be sent immediately.

If unsure if it has been lodged properly, please give Council a call on 4044 3501 or email planningadmin@cairns.qld.gov.au to confirm it has been received.