

*Sunshine Coast Regional Council Local Law No. 1 (Administration) 2011 and Subordinate Local Law No. 1 (Administration) 2011*

### 1. Applicant details

|  |   |                               |
|--|---|-------------------------------|
| Surname  |   |                               |
| Given names  | Date of birth   |                               |
| Postal address   |   |                               |
| Suburb   | State   | Postcode                      |
| Address of proposed planting (if not same as postal address)                                   |   |                               |
| Email address  |   | Mobile                        |
| Preferred method of contact for correspondence   | <input type="checkbox"/> Email  | <input type="checkbox"/> Post |
| <input type="checkbox"/> I am the property owner adjacent to the location of proposed planting | <input type="checkbox"/> I am a tenant of the residence adjacent to the location of proposed planting |                               |

### 2. Public liability insurance

**The Certificate of Currency must be in the name of the applicant, noting Sunshine Coast Regional Council as an interested party and cover the scope of the activity.**

**The level of cover must be:**

- **\$2 million (\$2,000,000) for planting**
- **\$20 million (\$20,000,000) for infrastructure.**

*If the application is approved, the permit holder must maintain, at all times during the approval, a Certificate of Currency (Public Liability Insurance)*

|   |                              |                                      |  |
|---|------------------------------|--------------------------------------|--|
| Has a copy of the Certificate of Currency been attached to the application? | <input type="checkbox"/> Yes | Certificate expiry date              |  |
|   | <input type="checkbox"/> No* | * Date certificate will be provided: |  |

### 3. Details of planting and/or infrastructure

*Briefly describe the purpose and details for the road verge planting and/or infrastructure (please provide landscape plan showing planting and/or infrastructure location, plant species, plant numbers, materials to be used, measurement between property boundary and road, and any underground or above ground services)*

- Photographs attached – showing the proposed area of planting and/or infrastructure**
- Aerial map showing measurements between property boundary and road, size and proposed location for planting and/or infrastructure**

#### Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

**www.sunshinecoast.qld.gov.au** | mail@sunshinecoast.qld.gov.au | T 07 5475 7272

**Postal address** Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

**Caloundra office** 1 Omrah Avenue Caloundra Qld 4551

**Maroochydore office** 10 First Avenue Maroochydore Qld 4558

**Nambour office** Corner Currie and Bury Streets Nambour Qld 4560

#### 4. Fees and charges

Application assessment fee is payable at time of application lodgement.

|  |          |
|--|----------|
| Application fee for Planting Vegetation within council controlled land road verge (non-refundable)<br>(CR-CL11253) | \$284.00 |
| Application fee for Planting with Infrastructure on council controlled land (non-refundable) (CR-CLP9051)          | \$284.00 |
| Bond (if applicable bond to be paid prior to commencement of works)  | POA      |

*Fees relating to activities falling within the Nambour Special Entertainment Precinct may be waived. This relates to both the primary and secondary buffer areas that can be viewed on council's website.*

#### 5. Date that you plan to install the vegetation and/or infrastructure?

Preferred work start date (please allow twenty-eight (28) working days from receipt of correct application)

Estimated duration of installation

#### 6. Will you be utilising a contractor to install vegetation and/or infrastructure?

Yes  No (If yes, please provide below details)

Business Name

Contact person

Contact Number

#### 7. Will you require machinery or vehicles to install the vegetation and/or infrastructure?

Yes  No (If yes, please provide below details)

Machinery/Vehicle Type

Registration number

Machinery/Vehicle Type

Registration number

#### 8. Criteria – All planting (outside the self-assessable guidelines) and/or infrastructure must meet the below criteria when applying for a permit to install vegetation and/or infrastructure on council land.

Has a minimum 1m from both sides of a driveway left clear of vegetation and/or infrastructure for sight lines

The plantings compliment the normal use of footpaths for pedestrians and cyclists

Has at least 600mm left clear between the garden and road edge for individuals to access the garden and motor vehicles parked along the roadside and a location to place bins for rubbish collection

Where there is no existing formed path within the immediate nature strip, a minimum 1.8m width for pedestrian access is left clear (Note: the pathway can meander)

Has a set back from pathways of at least 500mm to prevent mature growth from encroaching over pathway. *The spread of the plant should be considered when selecting species.*

Has a 1m set back from the base of powerpoles or other utilities to maintain clear access

Maintain view sight lines, for pedestrian, bicycle or vehicular traffic when using the road especially at intersections and entering or exiting a driveway, and to maintain vistas from any premise

The vegetation and/or infrastructure is planted between road edge and property boundary only (e.g. not within a median strip)

Maintain a vegetation and/or infrastructure clear zone within existing drainage (e.g. is not planted across roadside swales, table drains or bio retention devices)

The vegetation and/or infrastructure does not present a hazard or risk to the environment or members of the public

The garden does not include species that have thorns, spikes, caustic sap or are considered poisonous and the impact of allergies within the community has been considered

The garden does not include artificial turf

Utilises only bio-degradable materials

|   |
|---|
| <input type="checkbox"/> Does not include any type of structure or solid material such as concrete or solid edging, star pickets, fencing, guide wires, or loose materials such as rocks, paving, pebbles or stones               |
| <input type="checkbox"/> Preserves street trees and avoids planting, pruning or removals of trees   |
| <input type="checkbox"/> Does not include an irrigation system  |
| <input type="checkbox"/> Does not conflict with under or above ground services (refer to Dial Before You Dig online service to check the location of proposed works)  |
| <input type="checkbox"/> Vegetation and produce can be shared with the community at no cost (i.e. will not be used for commercial or exclusive purposes)  |
| <input type="checkbox"/> Will be maintained by the applicant to ensure it is safe and tidy at all times using sustainable and safe working practices, e.g. no tools left on site and no pesticides, herbicides or fungicides used |
| <input type="checkbox"/> Any other conditions advised by council's stakeholders   |

**9. The following documentation must be provided in order for the application to be considered**

|  |
|--|
| <input type="checkbox"/> All planting and/or infrastructure meets the criteria requirements listed above.  |
| <input type="checkbox"/> Proof of Dial Before You Dig notification (showing no conflict with nearby utilities)                                     |
| <input type="checkbox"/> Photographs of location showing the proposed area of planting and/or infrastructure                                       |
| <input type="checkbox"/> Proof of consent from immediate neighbours (i.e. left, right and opposite of the proposed planting and/or infrastructure) |
| <input type="checkbox"/> Landscape plan  |

**IMPORTANT:**

- If the application is approved a Deed of Consent may be a requirement to be signed in conjunction with the permit.
- Upon completion of works, photographs of the installed vegetation and/or infrastructure will be required to be submitted to council.
- An inspection of the installed vegetation and/or infrastructure will be carried out by council officers to ensure compliance.

**10. Declaration of applicant**

I/We, as the applicant, acknowledge that the acceptance of the application does not bind the Sunshine Coast Regional Council to issue a permit.

I/We agree to comply with all Sunshine Coast Regional Council local laws and/or all other statutes and agree to pay all costs associated with the reinstatement of any damage caused to council infrastructure, landscaping or other public utilities as a result of the proposed activities associated with the application. This includes all work carried out on the applicant's behalf by any agent, sub-contractor, manufacturer or others engaged to deliver remove or carryout any part of the proposed work.

I/We declare that appropriate public liability insurance will be held during the lifetime of the approval that covers the prescribed activity subject of this application.

I/We agree to indemnify, release and discharge the Sunshine Coast Regional Council against any loss, damage or expense (including all legal costs), arising from any claim, demand, action, suit or proceeding that may be made or brought by any person against council as a direct result of the proposed work.

I/We acknowledge that should future maintenance or upgrades of council or essential service infrastructure require the plantings to be removed, no compensation will be due for the removal of vegetation planted under this permit.

I/We acknowledge that council reserves the right to amend, suspend, restrict or cancel this permit in the event of any concerns regarding non-compliance. Any deviations from the conditions shall void this permit and render the applicant and/or contractor liable under the relevant road and park local laws and subordinate local laws.

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Sunshine Coast Regional Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Sunshine Coast Regional Council in writing prior to any such change being implemented.

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
| Name | Signature | Date |

**11. Declaration of homeowner or body corporate****Homeowner (to be completed if the applicant is a tenant of a detached single dwelling)**

I/We, as the homeowner/s, have read all the above information and give support for the applicant to install and take responsibility of the garden.

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
| Name | Signature | Date |

**Body Corporate (to be completed if the applicant is a tenant or homeowner of an attached dwelling, e.g. apartment, townhouse or villa etc.)**

We, representing the body corporate, have read all the above information and give support for the applicant to install and take responsibility of the garden.

Chairperson or Secretary

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

AND Committee Member

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

Affix Body Corporate seal here:

**OFFICE USE ONLY**

| Application no. | Amount paid | Date paid | Receipt no. | Initial | Date stamp |
|-----------------|-------------|-----------|-------------|---------|------------|
|                 |             |           |             |         |            |

**Payment options**

|           |   |                                      |                                     |                               |
|-----------|---|--------------------------------------|-------------------------------------|-------------------------------|
| In person | Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays). |                                      |                                     |                               |
| By mail   | Cheque or money order to be made payable to: Sunshine Coast Regional Council.             |                                      |                                     |                               |
|           | <input type="checkbox"/> Cheque   | <input type="checkbox"/> Money order | <input type="checkbox"/> MasterCard | <input type="checkbox"/> Visa |
|           | Card number   |                                      | Expiry date                         | Amount \$                     |
|           | Name on card  |                                      | Signature of cardholder             |                               |
|           | Phone   | Is a receipt required?               | <input type="checkbox"/> Yes        | <input type="checkbox"/> No   |