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# Landscape Planning Process

## Public Open Space

### Planning process

For subdivisions where a provision has been made for Public Open Space (POS) the developer is typically required to adhere to the following process:

1. Submit a landscape plan that proposes soft form landscaping (e.g. trees, grassed areas, garden beds, etc) and hard form landscaping (e.g. footpaths, gravel tracks, street furniture, bollards, fences, etc) for approval by Council
2. The landscape plan is reviewed by Council with any changes/suggestions flagged [Note: it is rare that a first draft of a landscape plan is approved without any changes]
3. When the landscape plan is considered satisfactory it is officially stamped as 'approved' by Council. A copy of the approved landscape plan is retained on file and is also typically returned to the developer (or their appointed representative)
4. The developer pays a landscape bond of 1.5 times the estimated cost of proposed landscaping works to Council. This landscape bond is held by Council as security to ensure both development and regular maintenance of the POS landscape works is undertaken
5. The developer undertakes all necessary landscaping works on the POS in accordance with the approved landscape plan prior to the sealing of the Final Plan of Survey (i.e. obtaining titles)
6. The developer requests a landscape plan compliance inspection (refer to specific details below)
7. Once the Final Plan of Survey is sealed (i.e. titles obtained), the developer is responsible for the ongoing maintenance of the POS for a period of three years from the date of sealing. Council may consider any request from the developer for a reduction in the amount of the landscape bond to cover only the estimated value of the three-year maintenance period at this time.
8. After the three-year maintenance period elapses, the developer requests another landscape plan compliance inspection
9. Once the landscaping within the POS is deemed compliant, the landscape bond is then returned to the developer.

### Maintenance expectations

For the three-year POS maintenance period, all landscaping works must be maintained in a healthy state in accordance with the approved landscape plan. Prior to 2023 many landscape plans were approved by Council without the inclusion of adequate maintenance specification notes. The guidelines listed below provide an indication of the expected POS maintenance that the developer will perform:



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- Regular watering of plants – routine watering of advanced trees, garden bed plants and grassed areas at volumes that are in line with each season/recent weather conditions
- Regular mowing – monthly (minimum) cut of all grass areas, with additional cuts likely to be required during the Spring heavy growth period
- Regular brushcutting – bimonthly trimming of grass in locations where a mower is unable to access or adequately perform the task (e.g. edge of formed paths, around tree guards)
- Regular weed control – quarterly hand weeding and/or spraying of herbicide around infrastructure, trees, edging, paths, garden beds
- Replacement of failed/heavily vandalised/removed plants – Autumn and/or Spring replacement with vegetation of the same species and, to the greatest extent practicable, the same maturity as the vegetation that died/was damaged/was removed
- Re-sodding of any major bare grass areas – installed in Autumn and/or Spring with a commercially available drought tolerant blended seed mix applied at the recommended rate (often 1kg/30m<sup>2</sup>)
- Monitoring of grass areas – monthly check to ensure that grass is green, free of any major broadleaf weed infestations and contains no potential mowing hazards (e.g. stones/debris/pegs/litter). Appropriate actions immediately implemented to rectify any identified issues
- Removal of litter/waste/clean fill/construction materials – monthly check, removal and appropriate disposal of all instances off-site
- Proactive pruning – quarterly check and removal of any low hanging branches, growth over paths/roads, limbs with minor damage
- Repairs to fences/bollards – quarterly repair of any major defects/damage/vandalism/missing sections
- Top up of mulch – annual top up aiming for a minimum 100mm mulch depth. No notable major drop off the side of formed paths bordering mulched areas
- Repairs to gravel pathways – biannual repairs to any clearly identifiable places that contain ruts/potholes/erosion/areas where water pools/notable grass intrusion

#### **Upon completion of the maintenance period**

At the expiry of the three year maintenance period it is the developer's responsibility to request a landscape plan compliance inspection.

#### **How to request a landscape plan compliance inspection**

Make a written (email) request to Clarence City Council's Planning Unit ([cityplanning@ccc.tas.gov.au](mailto:cityplanning@ccc.tas.gov.au)) for a landscape plan compliance inspection.



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Please include the property address (e.g. 123 Landscaping Lane, Lawnsville) and development/planning permit number (e.g. 2020/0123456) in this request. An inspection will be scheduled generally within one week of receipt of a written request.

### **Features of a landscape plan compliance inspection**

A landscape plan compliance inspection compares the on-ground situation with the adopted landscape plan, incorporating any pre-approved (by Council) addendums made to the plan. There is no requirement for the applicant to be present during a compliance inspection, but it can assist in acknowledging and resolving any issues that are identified.

During the inspection, the council officer will typically examine attributes such as:

- Planting success – there is an expectation that no failed plants will be present
- Adequate and consistent depth of mulch and/or ornamental stone throughout
- Signs that regular watering has been conducted
- Lack of noticeable weeds within garden beds/along fencelines/throughout grassed areas
- Lawn areas cut and edged relatively regularly
- Lawn areas relatively free of broadleaf weeds and/or bare patches
- Absence of litter/green waste/hard waste
- Attached or fallen branches are not creating a nuisance
- Minor infrastructure such as fences/bollards/seats/paths are free from damage
- Any material stockpiles removed and areas adequately rehabilitated.

Any non-compliance will be noted with exemplar photographs taken. Follow up rectification works will then be requested.

Should any follow up rectification works be required, the process will start again (i.e. once rectification works are complete a new written request is lodged and another inspection occurs).

### **Return of landscaping bond**

Should the inspection be deemed fully compliant AND the three year maintenance period has elapsed, the bond return process will commence. In order to receive funds the following details are required to be provided in writing:

- Payee name
- Payee address
- Payee bank name
- Payee bank account name
- Payee bank account number
- Payee bank BSB number
- Contact name



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- Contact email address
- Contact telephone number

The timing of repayment of funds depends on the proximity of a lodged request to the regular monthly processes of Council's Financial Unit.

Please allow up to four weeks for payments to be fully processed.