

APPLICATION FOR COMPLIANCE INSPECTION PRIOR TO THE ISSUE OF A STATEMENT OF COMPLIANCE

WHAT DO I NEED TO DO?

- ✚ Complete and sign the declaration and return it to mail@wyndham.vic.gov.au marked Attention: Town Planning – Subdivisions

NOTE: All applicable questions **MUST** be answered by placing an X in the appropriate box.

- ✚ If your property has tenants you will need to arrange full access prior to an inspection being carried out with the inspector required to have access and enter all outside areas of the property. Inspectors will not view any areas over fences or by means of non-standard access such as ladders due to occupational health & safety requirements. Failure to provide full access will result in an automatic failure of the inspection with reinspection fees applicable
- ✚ Only applications with all other authority approvals and completed permit conditions will be considered for an inspection.

WHAT WILL HAPPEN NEXT?

- ✚ Once your completed and signed declaration is received, you will be contacted via telephone to arrange a date and time for the inspection to be undertaken.
- ✚ Subject to demands on bookings this may be up to two weeks from time of submitting your declaration. Please note that before an inspection can be undertaken the relevant Planning File will need to be sourced and inspected. In some cases this may take up to 48 hours as files will need to be obtained from Council's records storage facility. The Investigations Unit will not call you until the file has been obtained.

INSPECTIONS

- ✚ Inspections are only undertaken on Wednesdays at the following times:
0900, 1000, 1100, 1200, 1330, and 1400.
- ✚ Bookings close at 3.00 pm on the Monday of each week.
- ✚ Any requests for an inspection outside these times will incur a booking fee of \$110 and are subject to availability of staff and resources.

CANCELLATIONS

- ✚ Cancellations and/or changes to a booking time may be made up until 2.00 pm the day before the inspection.
- ✚ Any cancellation/change after that time will incur a reinspection fee. (\$200)
- ✚ If due to unforeseen circumstances your booking needs to be cancelled by Council, you will be offered an alternative date and time (Monday to Friday between 9.00 am and 4.00 pm) of your choice which may be outside normal inspection times. This is subject to staff availability and will incur no additional cost.

AFTER THE COMPLIANCE INSPECTION

- ✚ When the inspection is passed Planning Investigations will send notification to the Subdivisions Unit who will complete the Statement of Compliance process.
- ✚ Should the inspection fail a copy of the failed inspection report will be sent to the nominated person in the declaration via the provided email address.

COMPLIANCE RE-INSPECTION

- ✚ Matters outlined in the report will need to be addressed before a reinspection can be arranged. This may require you to obtain new endorsed plans via an amendment process or provide any missing items.
- ✚ **A REINSPECTIONS MUST BE ARRANGED BY CONTACTING PLANNING INVESTIGATIONS ON 9742 0820**
- ✚ Reinspection fees are applicable (\$200) effective 1/7/2016 and will be applied to any reinspection or reassessment that is requested or undertaken on or after 1/7/2016.
- ✚ At the time of arranging a reinspection/reassessment you will be provided with a reference number to enable you to pay the required fee online via Council's website.


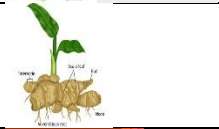
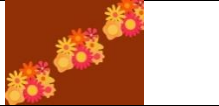


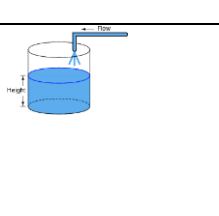
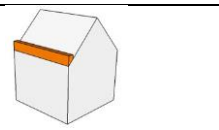
LANDSCAPING/COMPLIANCE INSPECTION REQUEST, CHECKLIST & DECLARATION




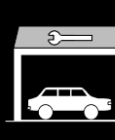







DECLARATION PRIOR TO THE ISSUE OF A STATEMENT OF COMPLIANCE

| | |
|--|--|
| DATE: | |
| SUBJECT PROPERTY ADDRESS (Please print): | |
| NAME OF PERSON REQUESTING INSPECTION (Please print): | |
| CONTACT TELEPHONE NUMBER | |
| E-MAIL ADDRESS | |

ALL QUESTIONS MUST BE ANSWERED BY PLACING AN X IN THE APPLICABLE BOX)

= NOT APPLICABLE TO INDUSTRIAL INSPECTIONS.

| | | YES | NO |
|--|---|-----|----|
|  | Do you have an up to date & approved stamped Landscaping Plan? | | |
|  | Are the type, size and location of plants correct & all plants alive and growing? | | |
|  | Have the correct number of plants have been installed in each area? | | |
|  | Is an irrigation system installed (if required by permit)? | | |
|  | Are ground treatments as per the approved plans in all areas of the property? <ul style="list-style-type: none"> # Seeded Lawn areas must have evidence of germination with growth of 5cm or be turf. # Use of artificial lawn must have been pre-approved. # Concrete, pavers, and mulch, gravel, etc. are to be in accordance with approved plans. | | |
|  | # Are the correct size water tanks or other water retention system in correct place and connected for each unit or as required by permit condition? NOTE: Tanks must NOT be positioned so as to block off access ways | | |
|  | # Is there a six (6) cubic metre secure storage area externally accessible for each unit in the correct locations? <ul style="list-style-type: none"> # Should be a garden shed at minimum 6 cubic metres or fenced, gated area with enclosed roof. # Cannot be in garage or building unless pre-approved as part of the issued planning permit and shown on the plans and accessible from rear (Standard B30). # Sheds must be located in correct locations as per approved plans. | | |

| | | YES | NO |
|---|---|-----|----|
|  | # Are clothes lines provided and in the correct position as per approved plans? | | |
|  | Are letter boxes installed and in the correct position within the property? | | |
|  | Have the crossovers, driveways and parking areas been completed in accordance with the approved plans? | | |
|  | # Has the garage or carport been installed in accordance with the approved plans? | | |
|  | Have fences been installed in accordance with the approved plans and with the correct materials used if applicable? | | |
|  | Are all structures physically at the site noted on the approved plans and are they in the correct locations? | | |
|  | Is the development consistent with the plans & approvals obtained? | | |
|  | <ul style="list-style-type: none">  <i>Access to the rear is required</i>  <i>Someone will need to be present at the time of the inspection to enable this</i>  <i>Failure to enable complete access will cause an automatic failure of the inspection</i> | | |

Name of person who will be present at Inspection

Please print:

Contact Telephone Number:

NOTE: If you arrange an inspection and any of the above items that are applicable are not provided or in accordance with your endorsed plans the inspection will fail.

IF ANY OF THE ABOVE QUESTIONS ARE ANSWERED NO AN INSPECTION MAY NOT BE BOOKED.

I declare that the above answers are correct and acknowledge that any irregularities detected during an inspection will result in the failure of the inspection with a fee of \$200 applicable for any further reinspections required thereafter.

SIGNED:.....Date.....