

# Landscaping Incentive

**We have created this helpful checklist to prepare residents for the submission of their completed landscaping application.**

**In order to be eligible for the landscape incentive, you must have your front garden, including the driveway, nature strip and side fences completed within 90 days from the date on your Occupancy Permit.**

**Please refer to your Contract of Sale and your Developer Approval drawings for the specific requirements for your lot.**

**Before you lodge your application, please ensure that your house and front garden comply with the Canopy Design Guidelines (page 15).**

## FAQ:

### What if I don't have a Clublinks approved landscape plan?

Applying for an approved landscape plan from Clublinks is required.

Brown Property Group requires you to complete this initial step with Clublinks before first carrying out landscaping and applying for the incentive.

The completed works must fully comply with the Canopy Design Guidelines (pages 15) for the application to qualify and the incentive to be paid.

## Application Process

**Once you have completed the required landscape works and you are ready to apply for the incentive, you must:**

- 1.) Download the Landscaping Incentive Application Form from the Canopy at Amstel website, on the 'BUILDING YOU HOME' web page.
- 2.) Email the completed Landscaping Incentive Application Form and your supporting photos to: [cdrc@clublink.com.au](mailto:cdrc@clublink.com.au).

## Please Note

The maximum size for all photos and PDF files you attach with your application form must not exceed more than 5MB.

If you try to upload files that are larger than 5MB, the application will not be accepted. If you do not receive confirmation of receiving your application via email within 24hrs, your application has not been successfully lodged.

For any updates or if you are having trouble lodging your application please contact Clublinks on 1300 880 809 or contact: [cdrc@clublink.com.au](mailto:cdrc@clublink.com.au).

## Approval Process

- Applications are assessed within 15 working days of submission.
- Once your application is approved, audited and finalised you will receive an approval email.
- Payment will be processed within 30 days of receiving your approval email and paid into your nominated bank account.

## Checklist

**To ensure that your application for the landscape incentive is processed quickly and efficiently, please ensure that you have the following information available:**

(All of this information is required. Your application will not be accepted if you are missing any of the following).

- Lot number.
- Lot size.
- Street name.
- Street number (not the lot number).
- Your email address so we can email you the approval of your application.
- Contact number.
- Bank name.
- Account holder's name (on the bank account that you want your incentive paid into).
- BSB and bank account number of the account above.
- A pdf copy of your Occupancy Permit from your builder or building surveyor.
- A pdf copy of the approved (stamped) landscape design.

### A photo of each of the following elements:

- A photo showing the front yard tree (for lots > 300sqm) which must be at least 1.5m high.

Photos of the completed front garden beds showing:

- A minimum of 5 medium to large shrubs (from 200mm pot size).
- A minimum of 20 smaller shrubs or ground cover plants (from 150mm pot size).
- All garden beds covered with mulch (or similar).
- All garden beds edged using brick, timber, steel or spaded edges.
- A photo to show the completed driveway aligned with the crossover and offset a minimum of 500mm from the side boundary, with planting between the driveway and the boundary.
- A photo to show each return fence and/or gate located correctly.
- A photo to show the retaining wall (if applicable).
- A photo to show the letterbox completed in accordance with the Design Guidelines.
- A photo of the nature strip showing that it is undamaged and has achieved a neat and even grass coverage.