

LANDSCAPING INCENTIVE PROCESS

#	ITEM	WHO	TIMING / DESCRIPTION
1	Complete the online Landscaping Incentive Application Form via link for QR code below. https://www.ngdd.com.au/machform/view.php?id=24819 	Lot Owner	Once you are ready to apply for the incentive (after your landscape works are completed and within <u>90 days of the date that the Occupancy Permit</u> was issued for your home).
2	Application is assessed.	NGDDesign	Within <u>10 working days</u> of submission.
3	Landscape is physically inspected and audited.	NGDDesign	During assessment of your application.
4	Decision or approval notification is sent to Lot Owner.	NGDDesign	Once application is reviewed, audited & finalised.
5	Brown Property Group is notified of application outcome.	NGDDesign	Once a month; at the end of the month.
6	Landscaping Incentive is paid to Lot Owner.	Brown Property Group	Landscaping incentives are paid by the Developer on the <u>22nd of each month</u>, or the next business day. <u>Applications approved during any given month will be included in the payment cycle for the following month.</u> For example, if your application is approved in April, payment will be made on the 22nd of May. EFT payments may take up to 3 business days to appear in your account, depending on your bank's processing times.

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We have created this helpful checklist to prepare residents for 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 of 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 Riverfield Design Guidelines (pages 14 - 17) or an NGDDesign approved landscape plan.

FAQ

What if I don't have an NGDDesign approved landscape plan?

Applying for an approved landscape plan from NGDDesign is preferred but not essential.

Brown Property Group would rather that you did complete this initial step with NGDDesign before first carrying out landscaping and then applying for the incentive. However, this is not mandatory and you may still apply for the incentive without an approved landscape plan.

Please note that if you proceed without an approved plan, you do so at your own risk and responsibility. The works completed must fully comply with the Riverfield Design Guidelines (pages 12 - 14) for the application to qualify and the incentive to be paid.

Once you are ready to apply for the incentive, you can do so online here:

<http://ngdd.com.au/machform/view.php?id=28108>

APPROVAL PROESS

- Applications are assessed within 10 working days of submission. NGDDesign will then audit your landscaping (physically inspects your landscaping).
- Once your application is approved, audited and finalised you will receive an approval email.
- Payment will then be processed with 30 days of receiving your approval email into your nominated bank account.

PLEASE NOTE

The maximum size for each photo or pdf file must be less than 2MB. If you try upload a file that is larger than 2MB, the application will not be accepted. If you do not receive a copy of your application via email within 24hrs, your application has not been successfully lodged.

Try lodging it again or send us an email to confirm receipt. Please remember to check your junk mail folder before contacting us.

If you don't have an NGDDesign approved landscape plan, please lodge an additional photo when prompted for the approved (stamped) landscape plan.

In order 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 any of the fields in the online form are not completed)

- ☐ Lot number.
- ☐ Street name.
- ☐ Street number (not the lot number).
- ☐ Your email address so that we can send you a copy of the application for your records.
- ☐ A telephone number to contact you on.
- ☐ Bank account name that you want your incentive paid into.
- ☐ The 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 (if applicable).

A photo of each of the following elements:

- ☐ An overall photo of the front yard, showing that you have the required garden beds and the grass has achieved a neat and even coverage.
- ☐ A photo of the front yard tree showing that it is of the required height (at least 1.5m).
- ☐ A photo of a garden bed showing that you have incorporated appropriate mulch.
- ☐ A photo of the driveway showing that it tapers as required, and that there is garden bed with plants between the driveway and the side boundary (landscape strip).
- ☐ A photo of each return fence and/or gate that runs between the side fence and the side of your house, showing that it is located correctly. Most houses only have one of these but some houses may have two, such as when your garage is not built on the boundary.
- ☐ A photo of the letterbox showing that it complements the house style.
- ☐ Photo of the nature strip showing that it is undamaged and has achieved a neat and even grass coverage.

For any updates to your application please contact NGDDesign on 03 9849 6222 or email landscape@ngdd.com.au