

Dear Stakeholders,

## Upcoming Changes to Subdivisions Engineering and Landscape Processes

Hume City Council's Subdivision Engineering and Landscape team has undertaken a comprehensive review of our operational processes to enhance service delivery and ensure compliance. As a result, we will implement several changes aimed at improving outcomes for all stakeholders.

As these changes relate to new permits with specific conditions, we're open to discussing their impact on existing permits and reaching a mutually agreeable solution tailored to your circumstances, where necessary.

To assist our processes, we have now created a dedicated Referral Team to streamline the planning permit referral process for the Subdivision Engineering and Landscape Unit.

Over the next 6 months, this team will be refining permit conditions to deliver a clear, integrated engineering and landscape response that is aligned to eliminate any confusion.

The industry has encountered aspects of these changes. We appreciate your patience and understanding as we transition to these improved processes. Specifics around the different changes are available in Appendix A, B, and C.

Thank you for your co-operation as we strive to deliver enhanced outcomes for our community and industry partners.

Regards,



Allen Scholtz

Coordinator Subdivisions Engineering & Landscape

Appendix A: New Permit Conditions

Appendix B; Submission Process

Appendix C: Fee Changes

# Appendix A

## Permit Condition Changes

The following new conditions are being implemented into new permits.

### Functional Layout Plan (FLP)

Engineering and Landscape will introduce a Functional Layout Plan requirement as part of the conditions in the planning permit.

#### Objective:

- A Functional Layout Plan integrates all key components of the subdivision into one cohesive unified plan.
- The approval of a Functional Layout Plan endeavours to make subsequent approvals for detail design more streamlined and efficient.

The FLP process has no fees associated and submitters are encouraged to use this tool to get feedback and assist to shorten the detail design process. The process will also assist to have more accuracy with the estimates required for the Engineering fees.

#### Condition:

*Prior to the certification of the Plan of Subdivision or at an alternative time agreed upon in writing by the Responsible Authority, a Functional Layout Plan (FLP) for the subdivision must be submitted to and approved by the Responsible Authority.*

*Once approved, the FLP will be endorsed and will form part of the permit. Any changes required to the subdivision layout or lot mix under Condition 1 as a result of the FLP review must be made to the satisfaction of the Responsible Authority. Any modifications to the FLP will require corresponding updates to the Condition 1 Plans.*

*For larger developments, the FLP may be submitted in **phases**, subject to prior consultation with the Responsible Authority. The proposed phasing must be clearly indicated on the staging plan submitted as part of the application. When considering phased submissions, key interface points for the subdivision should be considered as part of Phase 1 submission. Once these are addressed, stage by stage submission will proceed.*

*The FLP must be prepared at a scale of **1:500** and submitted electronically in PDF format to the Responsible Authority. It must generally align with the application plans while incorporating the requirements set out in **Section 5 of the Engineering Design and Construction Manual (EDCM)**.*

## Landscape Masterplan

### **Condition:**

*A Landscape Masterplan for the entire estate should be submitted before or with the first Functional Layout Plan to support the FLP submission and be approved by the responsible authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions. The plan must show and include:*

- *The landscaping theme and graphical concepts to be developed for the subdivision.*
- *The type of species to be used for street tree planting in various stages of the subdivision.*
- *The areas which will be available for landscaping.*
- *Entrance treatments.*
- *The principles and graphical concepts of the proposed treatment of the open space and drainage reserves; and*
- *How any landscape requirements or guidelines within the Precinct Structure Plan are proposed to be implemented.*
- *The above items represent some of the items for this condition and specifics may vary between individual permits.*

The purpose of the Landscape Master Plan is not to show the detailed landscaping of the estate but to set a clear direction for the subsequent preparation of detailed landscape plans for each stage of the estate.

## Civil Defects and Liability Period

A **12-month** defects liability will be implemented and will be for all works completed/titled after **1 July 2025**.

## Drainage Network Handover

CCTV footage and report for all new Council Drainage lines to be provided to Council satisfaction and in accordance with the Water Services Association of Australia (WSA) 05-2008 2.2 Code of Practice at end of defects liability period.

## Naturestrip Finishing Requirements

### Civil Requirement Prior to Statement of Compliance (SOC)

Hydro mulching within the Civil component of works will be viewed as erosion control and dust suppressant only and not seen as a replacement for the Landscape requirement below.

### **Condition:**

*Prior to SOC all bare areas that may cause dust or erosion must be hydro mulched to the satisfaction of the authority.*

## Landscape Maintenance Bonds

Historically some arrangements were made regards maintenance bonds. From 1 July, all stages of development will incur a 35% landscape maintenance bond. This is to provide consistency to the industry with no exceptions.

### **Condition:**

*Before a statement of compliance is issued under the Subdivision Act 1988, for each stage of the development, a maintenance bond to the value of 35% of the total landscape costs, must be paid to Council.*

# Appendix B

## New Submission Procedures

All submissions will require a form to be submitted and a checklist to accompany said application form. These forms are all available on HCC website.

### FLP Submission –

**Form:** <https://www.hume.vic.gov.au/Building-and-Planning/Subdivisions>

Submission form and checklist to be made available on the website by 1 July 2025. *Form and copy of guidelines available on request - [email@hume.vic.gov.au](mailto:email@hume.vic.gov.au)*

Submission of the FLP for the entire estate is required unless phasing was agreed in the permit stage. See permit discussion for details in Appendix A.

## Detail Design Submission

**Form:** [Detailed Design Submissions - Hume City Council](#)

A new submission form is available on the website for submission. The following points of clarification need to be considered for the process.

- The submission will be reviewed for its completeness and when satisfied, an invoice will be issued for the fee.
- The process for reviewing the submission can only start when payment is confirmed.
- Multi- stage submissions will be managed in order of approved sequence.

## Stage Submission

It is important to follow the sequence as per the approved permit. Multi-stage submissions will be managed in the sequence order as approved. The process clock will only be started when the previous stage is completed. Based on workload, the reviewing officer will notify the submitter when the process clock starts. Any early start of the process will be up to the reviewing officer's discretion.

## Plan Checking Fee (Engineering Detail Design)

As per the **Subdivision (Fees) Regulations 2016 provision 9.2** the plan checking fee will be paid when the Engineering plan is submitted.

The fee will be based on an Engineering estimate provided by the submitter. The submission will be reviewed for its completeness and when satisfied, an invoice will be issued for the fee. Please note: the process for reviewing the submission will start when payment is confirmed.

Estimates should reflect all the work proposed for the subdivision. The estimate will be compared to actual costs at the completion of the works and if required additional fees may be charged for the plan checking.

## Landscape Fees (Detail Design)

The fee is based on the detail provided under **Fee Changes** in Appendix C. The submission will be reviewed for its completeness and when satisfied, an invoice will be issued for the fee. Please note: the process for reviewing the submission will start when payment is confirmed.

## New Landscape Requirement

To improve the establishment and overall quality of naturestrips, the following changes will be implemented for future designs.

*Instant turfing to all road reserve areas will be required. This cost is to be included in the Opinion of Probable Cost (OPC) for bonding purposes.*

*Naturestrip turfing will be subject to the standard 2-year landscape maintenance period.*

*Prior to handover the developer is required to letter drop to inform all residents of the change to mowing responsibility.*

## Landscape As-Constructed Documentation

At the completion of landscape works, all required as-built drawings and documentation, as outlined in the *Landscape Construction and On-Maintenance Requirements form*, must be submitted with the provided application form. *(Available after 1 July 2025)*

Following the acceptance of this documentation, arrangements for an On-Maintenance inspection to verify the completion of the works can be scheduled.

No inspection can be scheduled until Council has received and approved all required documentation.

## A-Spec As-Built Submissions

This is just a reminder to all that Council requires all as-built documentation to be submitted in the correct PDF and A-SPEC formats. This requirement has been in place for a long time and reconfirmed with correspondence in 2023. Please ensure the correct format is submitted to avoid delays.

## Appendix C

### Fee Changes

In our formal review process, we have introduced new fees to ensure full recovery of our costs and address concerns around some existing fees.

The following fees are affected and will be implemented **1 July 2025**:

#### Landscape Streetscapes

| Type of application                        | Selection       | Rate Description                               | Fee      |
|--|-----------------|--|----------|
| Streetscape Detail Design Submission       | Standard Street | Rate per meter of newly constructed streets    | \$ 3.00  |
|  | Boulevard       | Rate per meter of newly constructed Boulevards | \$ 4.50  |
| Streetscape Construction Supervision       | Standard Street | Rate per meter of newly constructed streets    | \$ 5.00  |
|  | Boulevard       | Rate per meter of newly constructed Boulevards | \$ 7.50  |
| Streetscape 2 year Maintenance Supervision | Standard Street | Rate per meter of newly constructed streets    | \$ 7.00  |
|  | Boulevard       | Rate per meter of newly constructed Boulevards | \$ 10.50 |

#### Landscape Reserves

|  |   |   |                            |
|--|---|---|----------------------------|
| <b>Landscape Reserve: Minimum Fee</b>  | General Reserve Fee for Establishment and Maintenance | Minimum fee for areas up to <b>1000m<sup>2</sup></b>                | \$ 1,930.00                |
| <b>Landscape Reserve: Standard Fee</b> | General Reserve Fee for Establishment and Maintenance | Charged per Hectare with a sliding scale reduction <b>over 5 ha</b> | \$ 19,300.00               |
| A                                      | 0.1 to 5  | 100%  | Calculation Sheet provided |
| B                                      | 5 to 10   | 75%   |                            |
| C                                      | 10 +  | 50%   |                            |

#### Landscape Values Areas

|                         |  |  |                                  |
|-------------------------|--|--|----------------------------------|
| <b>Landscape Values</b> | Landscape Values Fee charged per Hectare | Sliding scale reduction over <b>5 ha</b> | \$ 10,000.00                     |
| A                       | Up to 5                                  | 100%                                     | Calculation Sheet to be provided |
| B                       | 5 to 10                                  | 75%                                      |                                  |
| C                       | 10 +                                     | 50%                                      |                                  |

## Bond Admin Fee

All bonds will require an admin fee to manage the process, and the fee will be due on approval of the bond.

|                       |                 |  |           |
|-----------------------|-----------------|--|-----------|
| <b>Bond Admin Fee</b> | Bond Submission | This allows for receiving and releasing a bond | \$ 450.00 |
|-----------------------|-----------------|--|-----------|

## Resubmission Detail Design

When detailed design drawings have been approved and a resubmission is required due to changes, this fee will be charged if the submission changes are minor. Major changes will be classed as a new submission and the full fee will be charged.

|   |                                 |   |           |
|---|---------------------------------|---|-----------|
| <b>Resubmission Detail Design Engineering and Landscape</b> | Resubmission fee after approval | Fee for resubmission based on admin and review time | \$ 500.00 |
|---|---------------------------------|---|-----------|

## Reinspection for Failed Handover Inspections

|                         |                   |  |           |
|-------------------------|-------------------|--|-----------|
| <b>Reinspection Fee</b> | Failed Inspection | Charged for failed handover Inspection | \$ 300.00 |
|-------------------------|-------------------|--|-----------|

Excel Calculation Sheets can be provided on request to assist. [email@hume.vic.gov.au](mailto:email@hume.vic.gov.au)