



City of Busselton

Geographe Bay

Engineering and Works Services Standards and Specifications

Section 9(g)

A Guide to Landscape Entry Statements (Subdivision)

These Standards and Specifications are required to be practiced in the City of Busselton. These Standards and Specifications will be maintained by the Director, Engineering and Works Services.

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1 Introduction

Notwithstanding anything else in this specification, the following applies;

- Entry Statements are not allowed within road reserves.
- Entry Statements that are in Public Open Space outside of road reserves are part of the landscape and are to be included in the Landscape Maintenance Agreement and bonded according to the requirements of this Specification.
- The City will consider Entry Statements located within private lots subject to the relevant planning approvals.

2 General

Entry Statements are used within subdivisions as a promotional tool for developers to improve marketing individualism by setting out a development as unique or exclusive in some way to ensure the development is seen in isolation to other developments. Whilst this is seen as a 'commercial necessity' for the developer, the City can inherit assets that are commercial in nature and are not considered as functional assets for the Community. Entry Statements can create long term costs if they become a City asset and need to be assessed against the associated cost for maintenance and / or replacement within a 'whole of life' cycle. To ensure functionality of the Entry Statement, this Guide Plan sets out some fundamental issues that will help determine the parameters in design.

Approval for any placement of an Entry Statement will be dependent on factors that may or may not be acceptable to the City including alternative sites, safety, visual impact, positioning, City Policies and Local laws, Community feedback and other factors. Positioning will be assessed in relation to existing entry statements and in terms of access to the Estate/Subdivision

Entry Statements (built structures and any associated infrastructure) shall be removed and the disturbed areas rectified using soft landscape in keeping with the approved overall landscape design surrounds prior to the expiry of the Entry Statement Maintenance Agreement.

All Entry Statement shall be designed by Crime Prevention Through Environmental Design principles.

Prior to the construction of an Entry Statement; certain City requirements including approvals must be complied with. Refer Section 17 - Entry Statement Approval.

3 Definition of an Entry Statement

An Entry Statement within any development proposal is any construction or landscaping arrangement designed and constructed with the express aim of promoting and enhancing the entry and presentation of a subdivision or development.

For signage this could mean 'A constructed symbol placed at and denoting the entry point to a defined area or location (usually being a new residential estate), e.g. a sign with the name of the estate placed at an entry point with associated landscaping and structures'.

4 Existing Policy

Policy 185/3 Verge and Public Open Space Improvement Policy (Subdivisions) and relates to Entry Statements within a Road Reserve or Public Open Space. The policy must be read separate to this document but the intent includes;

- The landscape design to be functional when the Entry Statement is both constructed and then decommissioned at completion of subdivision with minimal change. Landscape design that cannot be maintained and utilised as part of typical POS design and maintenance will not be approved at the design stage. This resolves the issue of land purchaser's expectations of the entry statement being part of the subdivisions assets and therefore a City asset.
- All landscaped and/or constructed structures that form a portion of or whole of an Entry Statement that is not part of a subdivision that may levy a Specified Area Rate will require downgrading or removal of promotional, presentation or enhancement material prior to the expiry of an Entry Statement Maintenance Agreement.
- All landscaped and/or constructed structures that form a portion of or whole of an Entry Statement that is part of a subdivision that has a Specified Area Rate as part of City planning approval will require downgrading or removal of promotional, presentation or enhancement material prior to the expiry of a larger, more specific Landscape Maintenance Agreement that covers the whole of the subdivision.

5 Location of Entry Statements

General

For Entry Statements, the typical location is at or near the main entry to a subdivision; the Entry Statement will in most cases be requested by the developer to be placed near a road, either the main road passing the subdivision or the entry road into the subdivision.

Road Reserves

Road reserves are required to be kept free of all non essential infrastructure and free of non frangible material, an extract from the City of Busselton local law for streets and gardens 5 (c) earth mounding, rocks, or retaining walls or other solid items are not permitted.

The City has a Nature Verge Policy (244) as an alternative to lawn within road reserves. The policy allows for planting of low growing native plants endemic to the region and also complies with the local law for streets and gardens. Any planting of shrubs to the road reserve requires approval by the City prior to any implementation.

Private Lots adjoining a Road Reserve

Entry Statements are preferred wherever possible on private lots. Where an Entry Statement is proposed on private land adjoining a road reserve, the Entry Statement will require a building licence application and the same statutory building compliance as any private lot development.

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Any Signage that is proposed within a private lot or adjoining a private lot will be required to meet the City of Busselton Sign Local Law and may also require Main Roads approval if adjoining a main road.

An Entry Statement on a private lot will still require an Entry Statement Maintenance Agreement to ensure compliance and downgrading/retrofitting if required at completion of the subdivision and/or the maintenance agreement.

There may be a requirement for notification on the lot titles where the Entry Statement forms part of the function of the lot boundary ie acoustics, visual amenity, etc and the notice may require the lot owner to maintain the structure to a suitable condition.

Typically on a private lot, the Entry Statement comprises of a boundary and/or retaining wall. The boundary wall shall in its entirety be built within the private lot. Any freestanding boundary wall over 1.2 metres in height (taken from the lowest adjacent finished ground level or retaining wall over 0.5 metres (taken from lowest adjacent ground level) will require a building licence and structural engineering certification and shall conform to Building Codes of Australia (BCA) standards in design and construction. A boundary wall can only be built to a maximum height of metres (taken from lowest adjacent ground level) and can be subject to non approval above 1.8 metres on the grounds of aesthetics, scale, safety and dominance of the structure to the surrounding landscape.

Public Open Space (POS) adjoining a Road Reserve

Where an Entry Statement is proposed on Public Open Space adjoining a road reserve, the Entry Statement can only be considered subject to functionality and as described below:

- All designs must comply with Crime Prevention through Environmental Design (CPTED) principles.
- Where walls or other built infrastructure perform a function in a POS due to natural topography or suitable earth contouring, walls either freestanding or retaining to a height of 1.2 metres (above finished ground level) can be considered. Walls must form part of a larger scale POS design function only (not just for signage or stand alone) and where used to retain earth are considered the most appropriate form of design. Fall safety may be a requirement of assessment.
- Materials used within a POS that are natural occurring materials including local stone (laterite/granite/limestone), local endemic vegetation and timber are preferred. Masonry walls may be considered where they are rendered to natural earth colours and anti graffiti coated.
- All landscape/construction works that form part of an entry statement shall be in keeping with the overall POS design and shall not be stand alone in design and ensure downgrading/retrofitting will be minimal.
- Specific features such as public art sculptures that are community based in design (reflect the local history/character/distinctiveness) can be set within and as part of a landscape design subject to City approval. Guidelines on public art design can be found under the

City's Planning Policy - Percent for Art Policy (2007) Step by Step Guidelines for developers, but is financially excluded as part of any public art contribution.

- Retention and enhancement of existing vegetation of reasonable stature may form the basis to a design and walls (<1.2 m above finished ground level) may be incorporated.

6 Temporary Entry Statements

Temporary fixtures are the City preferred entry statements and can easily be removed prior to the expiry of an Entry Statement Maintenance Agreement with minimal rehabilitation required. Temporary Entry Statements may include signage, flagpoles, lighting or other materials that can be transported on and off the site easily.

Temporary Entry Statements will still require assessment by Building Services and possible building licence and Sign Local Law compliance as a minimum. Prior to the expiry of the maintenance agreement all promotional material and infrastructure shall be removed and any landscape work rectified without major change.

Approval for any placement of an Entry Statement will be dependent on factors that may or may not be acceptable to the City including alternative sites, safety, visual impact, positioning, City Policies and Local laws, Community feedback and other factors. Positioning will be assessed in relation to existing entry statements and in terms of access to the Estate/Subdivision

7 Permanent Entry Statements

The City does not recognise permanent entry statements as 'stand alone' infrastructure.

Consideration can only be given where the Entry Statement can blend into an overall functionality of a subdivision and does not hinder the intent of any POS landscape design and requires minimal to no downgrade/retrofit at the end of a maintenance period.

Approval for any placement of an Entry Statement will be dependent on factors that may or may not be acceptable to the City including alternative sites, safety, visual impact, positioning, City Policies and Local laws, Community feedback and other factors. Positioning will be assessed in relation to existing entry statements and in terms of access to the Estate/Subdivision

Structural walls and other infrastructure that are permanent in construction i.e. masonry or stone walls that comply with BCA standards in construction, may or may not be part of a downgrade or retrofit at the discretion of the City. This infrastructure may require removal if the financial implications of the 'whole life' cost of the infrastructure are not acceptable to the City.

8 Retrofitting and/or Downgrading Entry Statements

All Entry Statements that have been identified in an Entry Statement Maintenance Agreement for retrofitting and/or downgrading must have these works completed prior to the expiry of the maintenance agreement by the developer. To provide consistent understanding, a Retrofit/Downgrade Plan must be submitted at the same time as the proposed Entry Statement Plan.

The requirement for retrofit or downgrade will be as the same as the approved Retrofit/Downgrade Plan and may include:

- Signage - All promotional signs relating to the subdivision are to be removed inclusive of estate names (locality names can remain if walls are agreed to remain).
- Landscaping - All planting and irrigation is to be either removed and/or redesigned to facilitate the amended design.
- Structures - Any structures identified on the Retrofit/Downgrade Plan must be removed and remedial work undertaken.
- Entry Statement Maintenance Agreement - All actions as outlined and agreed to within the Maintenance Agreement are to be completed prior to the expiry of the Maintenance Agreement.
- Lighting - All lighting and cabling to be removed that is supplied from private lots.
- A Retrofit / Downgrade Plan shall be submitted prior to approval of any Entry Statement design and prior to any construction to show the remedial works that are to be undertaken.

9 Lighting

Lighting may be approved for Entry Statements for the duration of the Maintenance Agreement. All lighting and cabling is to be supplied from private lots and suitably metered to Western Power specification in the name of the lot owner/developer and compliant to Australian Standards in lighting design and construction.

No lighting is to interfere with or cause a nuisance to surrounding residents or motorists.

All lighting and cabling associated with an Entry Statement must be removed at the Applicants cost prior to the end of an Entry Statement Maintenance Agreement.

10 Signage

The locality name of the subdivision is to be clearly stated together with any commercial estate name used by the developer for promotional purposes. Upon the expiry of a Maintenance Agreement all signage relating to the estate must be removed as part of the retrofitting/downgrading process. Any fading or visual effects left behind shall be colour matched to any remaining infrastructure.

Estate names are only permitted as temporary installations on walls or structures within the entry statement subject to submission of detailed design including location, sizes, materials, colour and subsequent approval by the City. The City reserves the right to make final approval of any signage.

11 Water Features

Water features will not be approved by the City for entry statements because of health, safety and maintenance issues.

12 Irrigation

Irrigation, if provided to the entry statement and part of a POS is to be installed and maintained at the cost of the Applicant. Prior to the end of the maintenance agreement the irrigation is to be removed or reconfigured to suitable sizing and water pressure to allow for the removal and / or downgrading of the Entry Statement. The City will not accept hand over or responsibility of irrigated entry statements.

Water supply provision and consumption during the maintenance period is to be at the cost of the Applicant. Disconnection or reconfiguration of this service is to be carried out prior to, or at the completion of the Maintenance Agreement period at the cost of the Applicant.

Potable water is not a City preference in any POS and must be demonstrated for economic sustainability as part of the Department of Water/WAPC 'Better Urban Water Management' 2008 document, City Policy 185/3 and the Section 9 technical specifications.

13 Landscape Species

All Entry Statement landscape design where trees are proposed and approved shall remain as permanent part of the design and City preference will always be given to local SW endemic tree species to provide local amenity and align with City principles and practices in planting for local biodiversity.

Any planted area within POS shall be local SW endemic plant species as City preference in all instances. Consideration for short term annuals or perennial planting may be given on condition these are temporary only and will be removed and replaced with local SW endemic plant species prior to the end of the maintenance period.

At the end of an Entry Statement Maintenance Agreement any irrigated lawn areas within a road reserve or an isolated section of a POS that is solely designed for the Entry Statement is to be turned off and the lawn removed and replaced with either local native plants (see species list in Section 9e Landscape Species) or suitable mulch or other stabilisation materials to prevent the site becoming degraded or unstable.

14 Maintenance Agreement

The Applicant will be required to enter into an Entry Statement Maintenance Agreement with the City of Busseton. Maintenance of landscaped Entry Statements will be the responsibility of the Applicant.

Weeding, irrigation, cleaning and general maintenance of landscaped areas both for hard works and soft works associated with the Entry Statement is to be carried out by the Applicant on an ongoing basis until the end of the Maintenance Agreement period.

Entry statements should be designed so that once the Entry Statement Maintenance Agreement has expired, all retrofitting/downgrading works has been completed to the Retrofit / Downgrade Plan as part of the original submission.

Extension of the maintenance agreement may be given subject to retention of the bond amounts and at the discretion of the City.

15 Maintenance Bond

The Applicant will be required to pay a maintenance bond, which will be retained by the City for the life of the maintenance agreement. The value of the bond will be determined by the City based on the annual maintenance cost for the period of the agreement and the downgrading/retrofitting cost of the Entry Statement and to the approved Retrofit / Downgrade Plan.

Refund of the bond will be subject to satisfactory compliance with the Maintenance Agreement including any agreed terms in relation to the retrofitting/downgrading prior to the return of the bond amount.

The City reserves the right to remove or downgrade the Entry Statement from the bond held where the Applicant does not provide suitable maintenance of the Entry Statement or does not comply with the approved Retrofit / Downgrade Plan prior to or upon expiry of the Maintenance Agreement.

16 Entry Statement Design

The Applicant is required to submit a detailed landscaping and construction plan and cost spreadsheet for the proposed Entry Statement through the City's Development Application process.

Minimum requirements shall be:

- Plan details of design including all elevations (Min 1:200).
- Layout of structural detail and structural engineering certification (if required).
- A planting plan including all species to be used including (any) turf and locations.

- An irrigation plan (materials to comply to City technical specifications).
- A legend showing all surrounding infrastructure and relevant dimensions including heights and widths.
- All material choices and finishes.
- A retro fit / downgrade plan (showing amended design).
- Cost for construction of initial entry statement and downgrade/retrofit plan and the annual maintenance requirements of the entry statement.

17 Entry Statement Approval

The following checklist is to ensure understanding of the process determining the City's **approval of an Entry Statement proposal prior to its construction.**

- Engineer certification of Design Plan.
- Entry Statement design plan endorsed by the City.
- Downgrade/Retrofit plan endorsed by the City.
- Cost schedules to maintain (per annum) and to downgrade/retrofit (at end of maintenance period) submitted to the City to calculate bond amounts.
- Bonds lodged with the City for maintenance period of agreement and downgrade/retrofit until expiry of agreement.
- Executed Entry Statement Maintenance Agreement (signed by both parties).