

# Preparing a landscape plan

## Planning guide and checklist

Find out how to prepare and when to submit a Landscape Plan with your application for a planning permit.

Trees and plants contribute to the amenity of our suburbs and the health of our environment, so preserving and enhancing vegetation is a very important consideration in the planning application process. This is why a Landscape Plan is an integral requirement of most applications for a planning permit.

A Landscape Plan is a plan of a site showing the footprint of a proposed development, existing vegetation to be retained, any existing vegetation to be removed, proposed vegetation to be planted and proposed built elements (such as pathways, driveways and courtyards). The Plan is drawn as if looking down from above.

For large development proposals, Landscape Plans must form part of the planning application, whereas for small to medium sized development proposals (for example, one to nine dwellings) a Landscape Plan is required after the planning permit has been issued.

This guide describes all of the information you need to include in your Landscape Plan. To ensure that the landscaping component of your planning application can be processed efficiently, it is important that all required information (see below) is included on the Plan.

### Pre-purchase inspections

Council offers a pre-purchase inspection service which gives potential buyers and/or developers the opportunity to have existing trees on a site (and adjoining properties in some cases) assessed prior to purchasing a property. Enquiries can be made to [vegetation@kingston.vic.gov.au](mailto:vegetation@kingston.vic.gov.au)



If you are unsure when you need to submit your landscape plan please ask at the pre-application meeting, contact us on (03) 9581 4131 or visit the Planning Enquiry Counter on level one the Cheltenham Office.

# Are there any guidelines for landscaping in Kingston?

Council requires all landscape plans to be prepared by a suitably qualified person i.e. a Landscape Architect or Landscape Designer and a sustainable approach adopted when developing landscape proposals. Some key considerations are outlined below.

## 1. Minimise potable water use by:

- ▶ Installing a water tank(s) and/or a grey water irrigation system
- ▶ Specifying the use of blended soil to increase water retention and decrease fertiliser requirements
- ▶ Using mulch to reduce evaporation

## 2. Reduce surface pollution from buildings and roads entering the stormwater system by:

- ▶ Grading all paved surfaces towards landscaped areas
- ▶ Using permeable paving to paths, courtyards and open car parking areas
- ▶ Installing raingardens or bio-swales in communal gardens
- ▶ Considering raingardens in all private courtyards and gardens
- ▶ Using stormwater to water communal gardens
- ▶ Installing infiltration soakage pits

## 3. Consider ways to increase vegetation through:

- ▶ Vertical gardens where space for vegetation is limited
- ▶ Incorporating gardens and garden boxes where roof top decks are proposed
- ▶ Using planter boxes on balconies

## 4. Use vegetation that is:

- ▶ Easy to maintain
- ▶ Locally sourced

One of the best ways to speed up the planning application /Landscape Plan approval process is to make sure all the required information is provided. This checklist outlines everything that should be included in your landscape plan and may be helpful when speaking with your landscape designer or architect.

Please ensure your Landscape Plan is drawn to a scale of 1:100 and clearly shows:

- ▶ Land orientation to north
- ▶ Property address
- ▶ Proposed and retained building(s) with windows, doors and number of storeys indicated
- ▶ Site boundaries and road frontages
- ▶ Landscape consultant's name and contact number
- ▶ Legend illustrating all plant types and materials (for example: paving, retaining walls, clothes lines and garden edging)

## Information about proposed and existing plantings should include:

- ▶ Clear graphics indicating the location of existing trees and large shrubs to be retained and those to be removed
- ▶ Botanical names and extent of canopy of existing vegetation
- ▶ Street trees shown to scale with clear written dimensions to proposed crossovers
- ▶ A coded schedule listing proposed plants by their botanical names, common names, quantities required, height and width at maturity and pot sizes (see example provided)
- ▶ Plant spacing that provides a good vegetation cover (for example, plants with a 1m spread should be planted 1m apart)
- ▶ Plant species suited to the site in terms of soil type, aspect and landscape character
- ▶ A provision for the planting of canopy trees particularly along road frontages and within the private open space of dwellings
- ▶ A consideration for energy efficiency (for example, shade offered on west and north side of buildings)
- ▶ The removal of any environmental weeds
- ▶ Adequate space between trees and buildings or hard surfaced areas
- ▶ Clearly defined garden edges and lawn areas
- ▶ A lawn area (if present) large enough to justify maintenance and owning a lawn mower

## ✓ Checklist

- ▶ Notes regarding proposed mulch and soil types, associated thickness, subsoil preparation and any specific maintenance required
- ▶ Details of any tree protection methods required (for example, tree protection zones, critical root zones, alternative construction methods)
- ▶ A minimum pot size of 200mm provided for all medium to large shrubs
- ▶ A minimum height of 2m for all trees at time of planting

A wide range of plant types, including tree, shrub and ground cover species, should be incorporated into the landscape plan. Please refer to the list of native plants suitable for Kingston's conditions available at [www.kingston.vic.gov.au/Planning-and-Building/Vegetation-Tree-Removal](http://www.kingston.vic.gov.au/Planning-and-Building/Vegetation-Tree-Removal)

Plant Type	Key	Botanical Name	Common Name	Mature Height	Mature Width	Pot Size	Qty
Trees	Bi	<i>Banksia integrifolia</i>	Coast Banksia	15m	6-8m	100L 2 meters	2
	Cf	<i>Corymbia ficifolia</i>	Red Flowering Gum	10m	10m	100L 2 meters	2
	Er	<i>Elaeocarpus reticulatus</i>	Blueberry Ash	10m	3m	100L 2 meters	1
Shrubs	Wf	<i>Westringia fruticosa</i>	Coast Rosemary	2m	3m	200mm	12
	Ca	<i>Correa alba</i>	White Correa	2m	2m	200mm	8
	Hi	<i>Hakea laurina</i>	Pin Cushion Hakea	5m	2m	200mm	8
	Em	<i>Eremophila maculata</i>	Spotted Emu Bush	2m	2m	150mm	5
Ground Covers/ Grasses	Mp	<i>Myoporum parvifolium</i>	Creeping Boobialla	5cm	3m	150mm	4
	Fn	<i>Ficinia nodosa</i>	Knobby Club-rush	50-150cm	60-200cm	100mm	12
	Fg	<i>Festuca glauca</i>	Blue Fescue	30cm	30cm	100mm	22
	Bs	<i>Banksia spinulosa</i> 'Birthday Candles'	Banksia 'Birthday Candles'	18cm	44cm	150mm	5

To help us process your application efficiently please provide a copy of all plans and reports in electronic format, via CD, USB drive or by email to [planningapplications@kingston.vic.gov.au](mailto:planningapplications@kingston.vic.gov.au) (please include the address in the subject line).

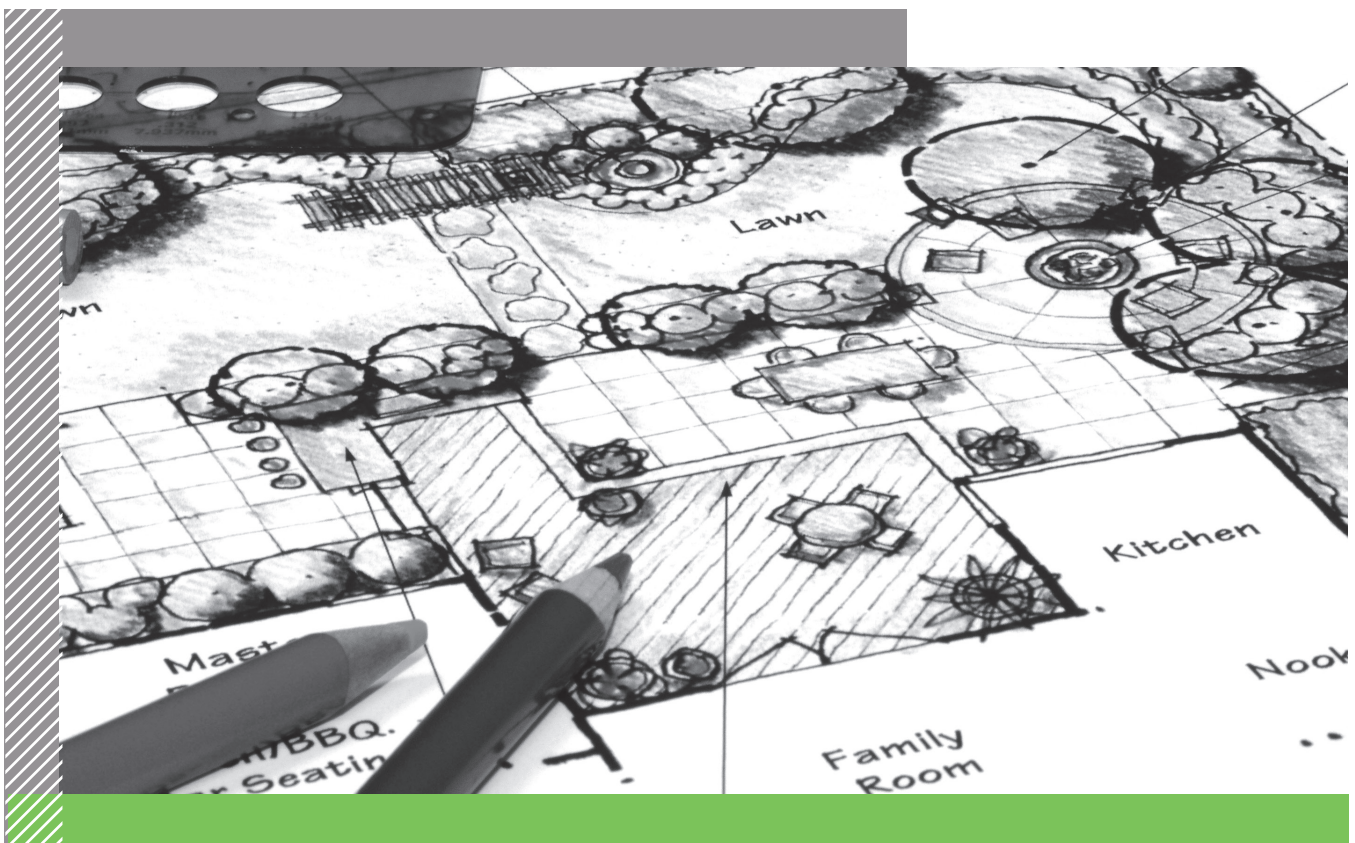


## Information about built elements should include:

- ▶ Height and style of existing and proposed fencing
- ▶ Location of building(s), windows, trees and shrubs of neighbouring properties within 4m of the boundary
- ▶ Specification of the exact paved area, paving material (for example, porous) and colour proposed for driveways, parking, paths and courtyards
- ▶ An area large enough to allow for an outdoor setting if proposing a paved courtyard
- ▶ Location of garage, sheds, pergolas, retaining walls and clothes lines

## Location of services should be shown, such as:

- ▶ Drainage pits and trenches
- ▶ Spot levels or contours (if gradient is more than 1:20)
- ▶ Gas, phone, water, stormwater, sewage or septic lines and easements
- ▶ Location of meters, water taps and electricity pole(s).



# Planning guide and checklist for preparing a landscape plan

Further information and how to submit

If your Landscape Plan is not required until after your planning permit has been issued (applies for small and medium development proposals such as one to nine dwellings), your landscape plan can be submitted by:

**Mail:** City Development,  
City of Kingston  
PO Box 1000  
Mentone VIC 3194

**In person:** Planning Enquiry Counter  
Level 1, 1230 Nepean Hwy  
Cheltenham  
Operating hours: 8:30am–5:30pm (Mon–Fri)




**important**

Please ensure that three copies of your plans are submitted: one in A3 and two in A1 Sizes

A range of information is available on our website and a suite of other guides and checklists that may be useful. For further assistance, please contact our Planning Team:

 **Online:** [kingston.vic.gov.au/planning](http://kingston.vic.gov.au/planning)

 **In person:** Planning Enquiry Counter  
Level 1, 1230 Nepean Hwy  
Cheltenham  
Operating hours:  
8:30am–5:30pm (Mon–Fri)

 **Telephone:** (03) 9581 4131

 **Email:** [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au)

 **Translation service:**

