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Canberra ACT 2601.

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Website: [suburbanland.act.gov.au](http://suburbanland.act.gov.au)

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# CONGRATULATIONS ON YOUR LAND PURCHASE FROM THE SUBURBAN LAND AGENCY



**The Agency is offering a Front Garden Landscape Rebate (the Rebate) to Buyers and Eligible First Transferees of Eligible Blocks, subject to the following requirements:**

- > Settlement occurring within three months of the date of the Contract;
- > meeting any Mandatory Requirements listed in the Wright & Coombs Housing Development Guide;
- > completing the Front Garden Landscaping Works in accordance with this Guideline; and
- > complying with the requirements of this Guideline (including the Eligibility Requirements).

**This Guideline provides details regarding:**

- > the amount of the Rebate that is available for each Eligible Block;
- > the Eligibility Requirements for the payment of the Rebate; and
- > the information and documents the Buyer or Eligible First Transferee must submit to the Agency to apply for the Rebate.

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## OBJECTIVES

The Front Garden Landscape Rebate scheme is designed to encourage sustainable, water wise and local native front gardens, and provide Buyers or Eligible First Transferees with the basics to create such a garden.

Key objectives of the Rebate include:

- > early establishment of Front Gardens within the Estate;
- > reduction of stormwater run-off and the urban heat island effect;
- > planting tree species that respond to the local climate and provide shade during summer;
- > increasing the permeability of surfaces;
- > locating screening plants adjacent to fences, retaining walls and unsightly objects;
- > consideration for the potential impact/management of bushfires;
- > using drought tolerant species which may include both natives and exotic species; and
- > considering local native planting to encourage bird life.





# REBATE AMOUNT

The Buyer or First Transferee of an Eligible Block will be entitled to receive a Rebate where all of the Eligibility Requirements have been fulfilled. The Rebate amount payable is dependent on the Block type and/or the Block Frontage as follows:

	Block Type (refer to definitions and terms on page 13)	Rebate Amount
1	Compact Block	\$4,000
2	Mid Sized Block	\$6,000
3	Large Block	\$8,000
4	Block more than 25m Frontage	\$12,500



# ELIGIBILITY REQUIREMENTS

The Buyer or Eligible First Transferee of an Eligible Block will be eligible to receive the Rebate where:

- > Settlement occurs within three months after the date of the Contract;
- > the Mandatory Requirements listed in the Wright & Coombs Housing Development Guide are met;
- > the Front Garden Landscaping Works are completed in accordance with the requirements of this Guideline;
- > the Verge including dryland grassing, street trees, footpaths and driveway crossings are reinstated to the same level and grade as at the time immediately prior to Settlement and all Verges adjacent to the Block are clean and free from building materials, refuse and other rubbish;
- > all landscaping works are contained within the Block Boundary, or any landscaping works undertaken on the Verge are in accordance with Transport Canberra and City Services (TCCS) requirements;
- > the Application Form is completed and submitted within the Prescribed Timeframe; and
- > any other information required by the Agency (as set out in the Application Form) is submitted within the Prescribed Timeframe; and

- > where landscaping works are undertaken on the Verge, the Buyer or Eligible First Transferee must first obtain a letter of approval from TCCS for those works and provide a copy of this approval to the Agency with the Application Form. Further information can be found on the TCCS website [tccs.act.gov.au](https://www.tccs.act.gov.au). Alternatively browse for “TCCS Nature Strip Development Application” in your search engine.

**Where this Guideline specifies that the Buyer/Eligible First Transferee “should” do or refrain from doing a particular thing, the Buyer/Eligible First Transferee is strongly encouraged to but is not obligated to comply in order to be eligible for the Rebate. Where this Guideline specifies that the Buyer/Eligible Transferee “must” do or refrain from doing a particular thing, the Buyer/Eligible First Transferee is obligated to comply in order to be eligible for the Rebate.**



# FRONT GARDEN REQUIREMENTS

The following guidelines should be referred to for the design and construction of your Front Garden.

**Items marked with an \* have Block specific requirements with the relevant information provided in the table on page 6.**

## DRIVEWAYS AND PATHS\*

The correct design of the driveway is important to ensure that you can safely and efficiently access your garage. On steep Blocks you may need to seek advice from an appropriately qualified person to design your driveway and any drainage requirements. This is particularly important on driveways that slope downwards from the street.

In constructing the driveway, you should consider using materials that reduce urban heat island effect and stormwater run-off such as the installation of permeable paving.

## FRONT FENCING

Front fencing must be installed on the Building Line to enclose the rear yard. The fence material selected should complement the front of your house. A side gate to access the rear yard should also be included.

## COURTYARD WALLS

Courtyard walls and fencing forward of the Building Line must be constructed in accordance with the Territory Plan (see the requirements of the Single Residential Housing Development Code) and any Building Approvals.

## RETAINING WALLS

Retaining walls in your Front Garden must create a positive impact on the quality of the streetscape. Acceptable materials for retaining walls include masonry construction, concrete sleepers, stonework and gabion walls. The use of timber such as treated pine sleepers for retaining walls is not permitted.

Retaining walls must be stepped where they exceed 600mm in height with the front face of the wall constructed inside your Block Boundary. You should consult an appropriately qualified person for the design of the retaining wall and associated sub-surface drainage.



## LETTERBOX

It is the Buyer's decision as to the type of letterbox installed, whether it is prefabricated or a brick structure. The letterbox must be clearly numbered in accordance with Australia Post requirements. Please ensure that the letterbox is constructed within your Block Boundary.

## FEATURE TREES\*

A feature tree with a 45 Litre pot size and a minimum mature height of 3- 5 metres must be planted in your Front Garden. On corner Blocks, feature trees should be distributed equally on both street frontages. It is recommended that plants are selected from the Canberra Plant Selector Tool.

## PLANTS AND SHRUBS\*

You should plant a mix of shrubs, plants and ground covers in your Front Garden. It is recommended that plants and shrubs are selected from the Canberra Plant Selector Tool.

## MULCHED GARDEN BEDS\*

All garden bed areas must include mulch to inhibit weed growth, slow stormwater run-off across the Block, and retain soil moisture. Mulch must be

75mm thick. Consider a combination of hard and soft mulch materials. Soft mulch includes materials such as wood chips. Hard mulch includes materials such as locally sourced stone, decomposed gravels, aggregates and river pebbles. Plants and shrubs can be included in garden bed areas.

## LAWN\*

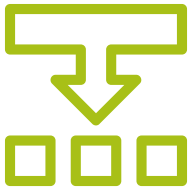
Where the Front Garden include areas of lawn, you can use either turf or sow with seed. The variety that you use must be Fireweed free. There are Australian native grasses available that are low maintenance and have a high frost and drought tolerance. While it is not recommended, artificial turf can be installed in the Front Garden.

## WASTE BINS AND STORAGE

Waste collection bins are provided by TCCS. Rubbish bins are collected weekly and recycling bins are collected fortnightly. It is important to store the bins so they are not visible from the street. They should be concealed from view and placed on a concrete pad. Generally bins would be located behind the front building line with access from a side gate. Where this is not possible the bins can be located in the garage. You should ensure there is easy access from your Block to the street to facilitate the moving of bins for rubbish collection.







# BLOCK SPECIFIC REQUIREMENTS

Please refer to the following Table for Block specific requirements.

		Block Type				
	Element	Requirement	Compact	Mid Sized	Large	More than 25m Frontage
Hard Landscaping	Driveway and Paths	Maximum area as a percentage of the Front Garden area, (approx.)	40%	40%	40%	30%
Soft Landscaping	Feature Trees (45 Litre pot size-mature height 3-5 m)	Minimum number	1	2	3	4
	Plants and Shrubs	Minimum number	20	25	30	40
	Mulched Garden Beds and Lawn	Maximum area of <u>lawn</u> as a percentage of the area of soft landscaping, (approx.)	50%	50%	50%	50%



## YARRALUMLA NURSERY FREE PLANT ISSUE SCHEME

Where you purchase a Block from the Agency under a First Grant Contract you may be entitled to a free allocation of trees and shrubs from the Yarralumla Nursery. Further information can be found on the

TCCS website [tccs.act.gov.au](http://tccs.act.gov.au). Alternatively browse for “Yarralumla Free Plant Issue Scheme” in your search engine.



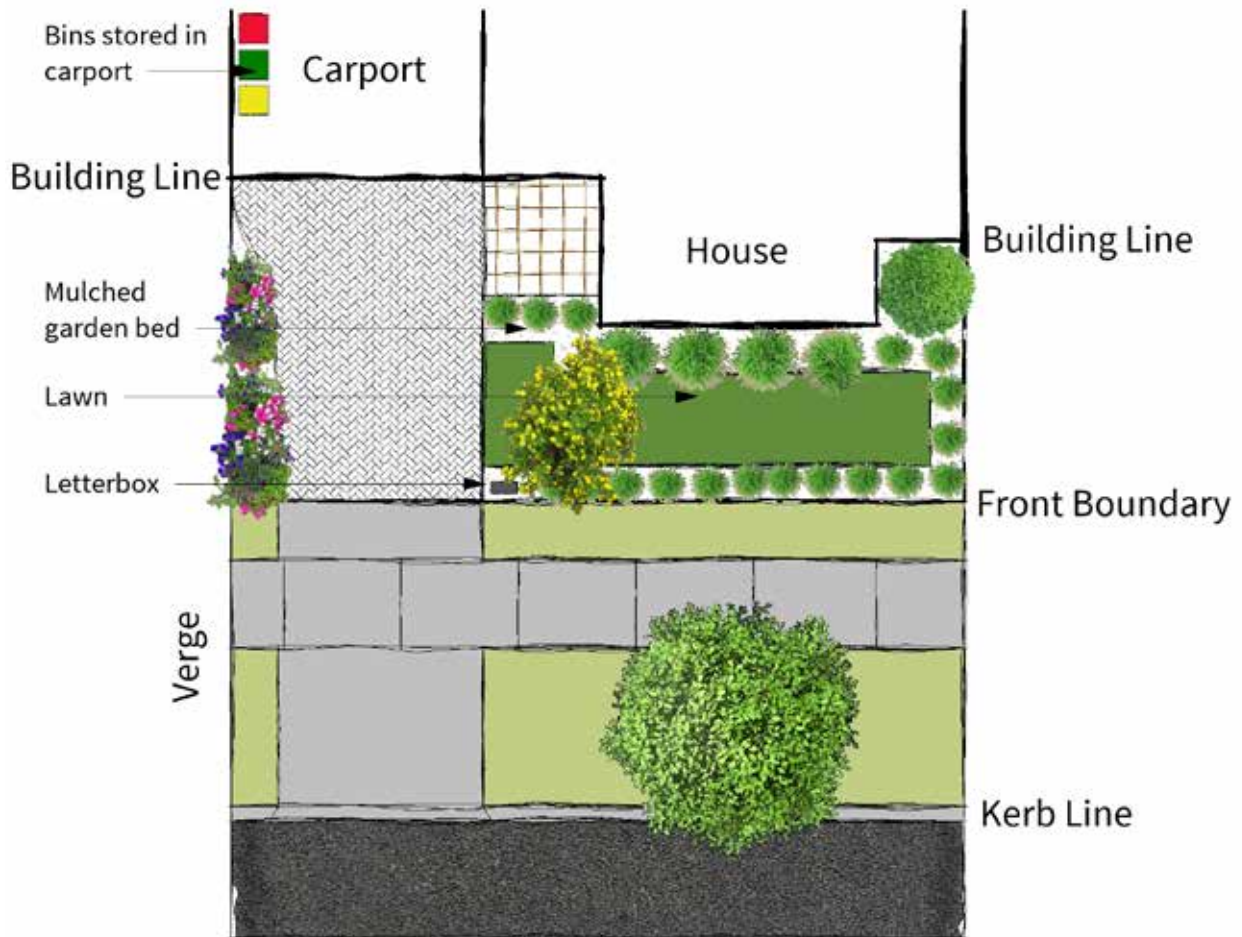
## CANBERRA PLANT SELECTOR

Actsmart has developed the Canberra Plant Selector Tool. This allows you to search for information on a wide range of plants. You can search for plants that meet your specific needs and filter from a range of options including plant type and origin, watering

requirements and fire tolerance. Further information can be found on the actsmart website [actsmart.act.gov.au](http://actsmart.act.gov.au). Alternatively browse for “Canberra Plant Selector” in your search engine.

# LANDSCAPE PLAN 1

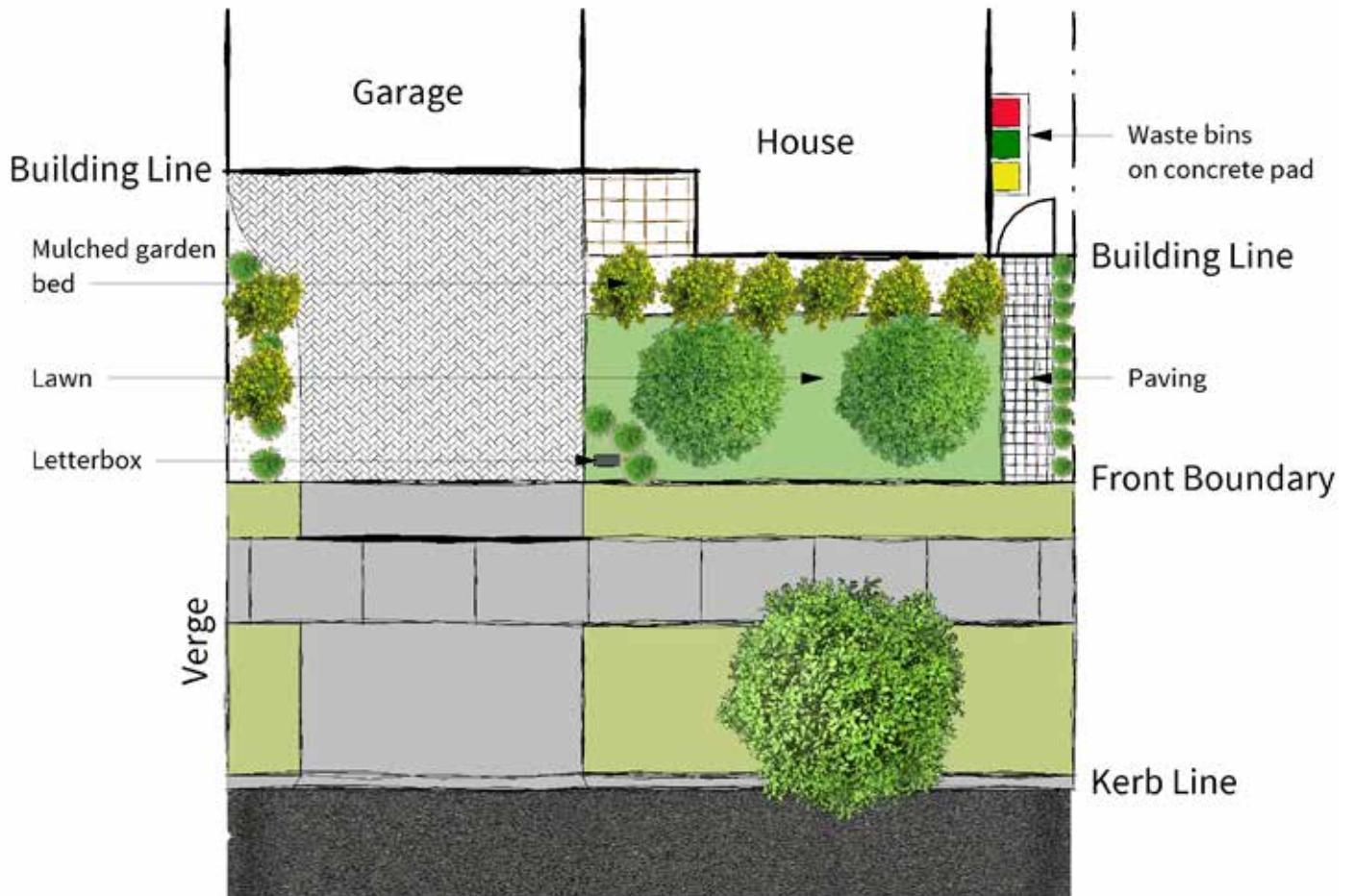
## COMPACT BLOCK



TOTAL AREA OF FRONT GARDEN		50m <sup>2</sup>
Driveway (prefer permeable paving)		20m <sup>2</sup>
Lawn		11m <sup>2</sup>
Mulched garden beds		19m <sup>2</sup>
Feature tree 45 litre pot size		min. 1
Shrubs and plants		min. 20

## LANDSCAPE PLAN 2

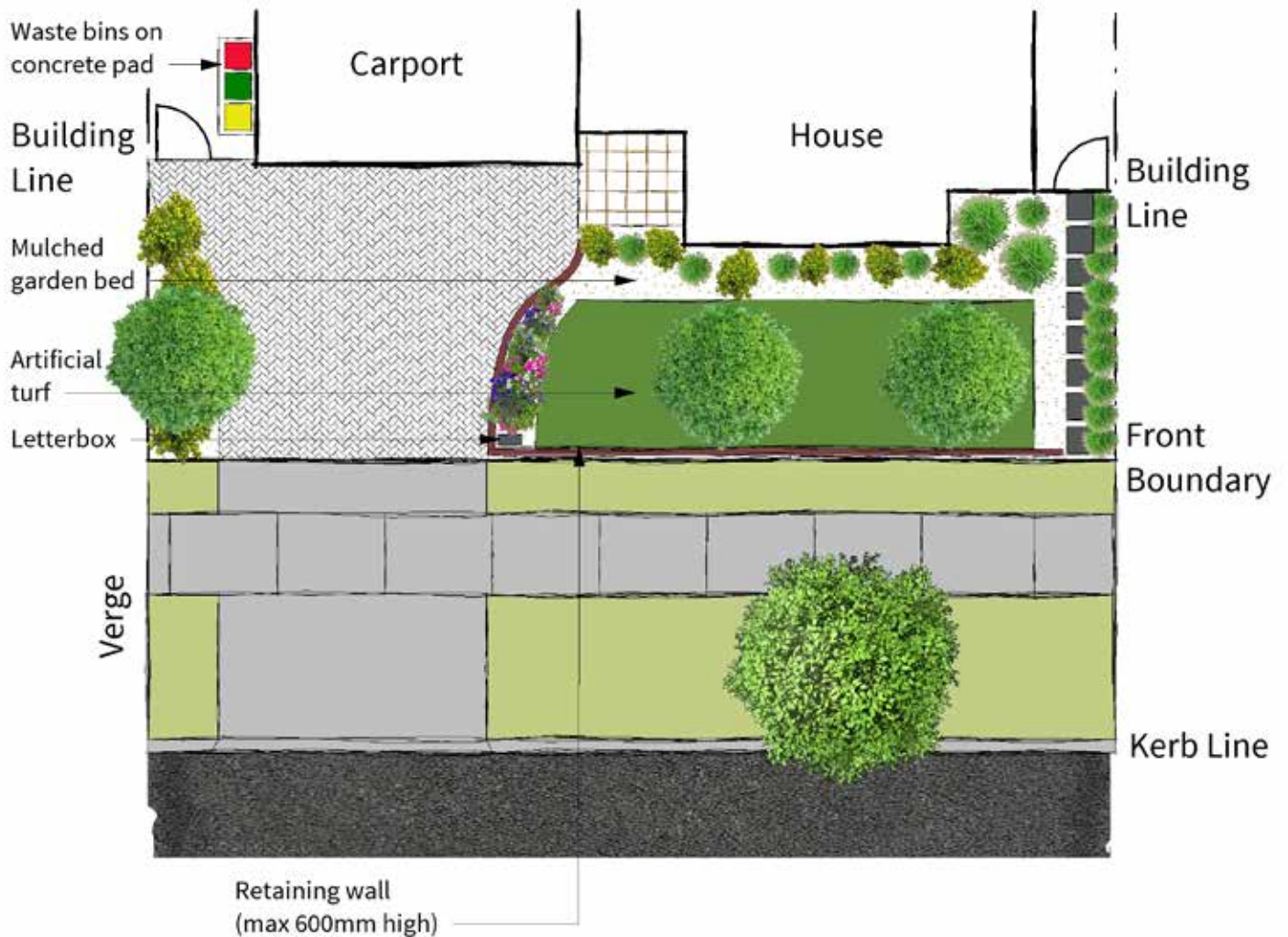
# MID SIZED BLOCK



TOTAL AREA OF FRONT GARDEN		70m <sup>2</sup>
Driveway (prefer permeable paving)		30m <sup>2</sup>
Lawn		22m <sup>2</sup>
Mulched garden beds		18m <sup>2</sup>
Feature tree 45 litre pot size		min. 2
Shrubs and plants		min. 25

## LANDSCAPE PLAN 3

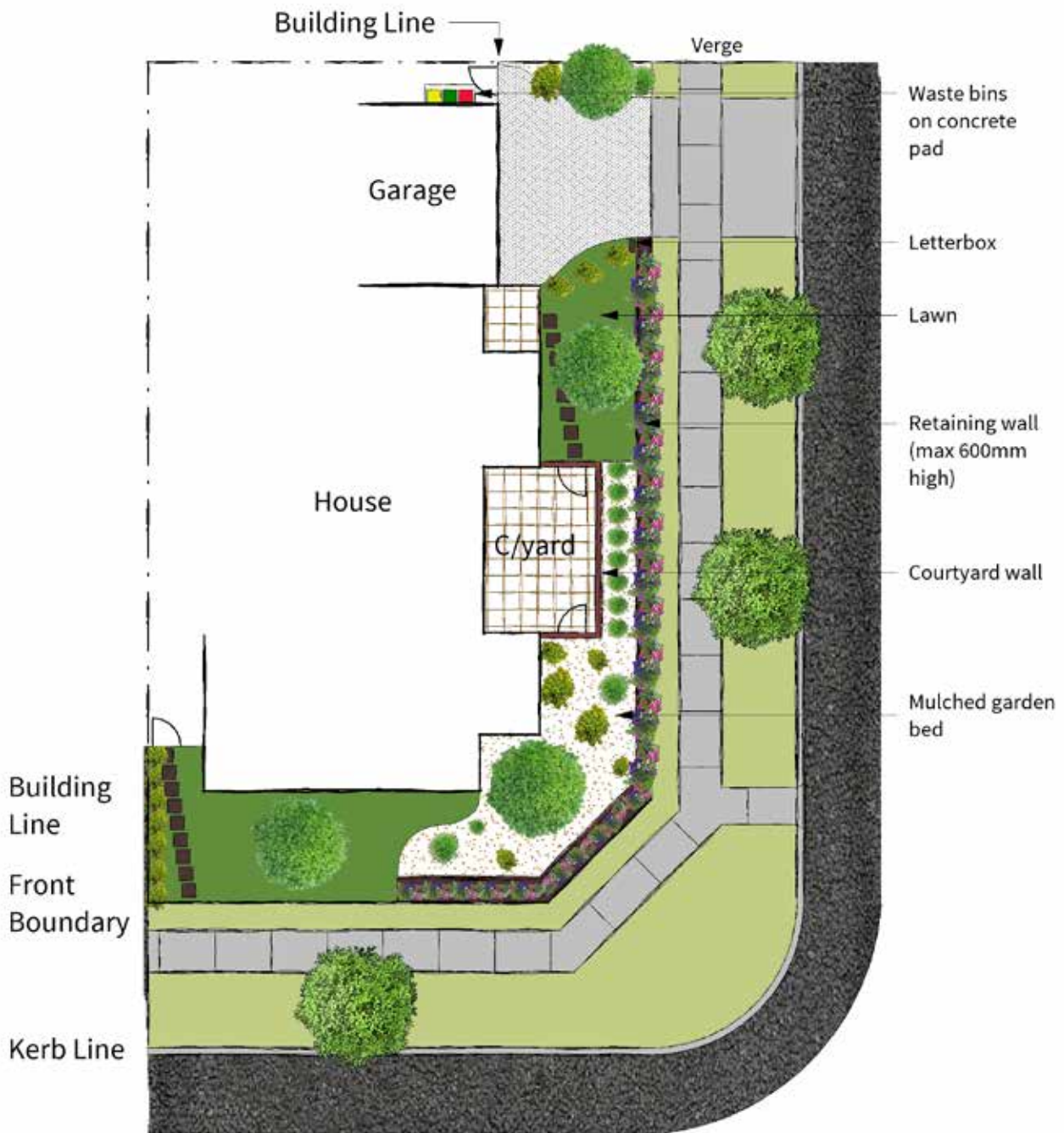
# LARGE BLOCK



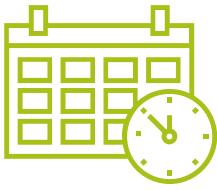
TOTAL AREA OF FRONT GARDEN		88m <sup>2</sup>
Driveway (prefer permeable paving)		35m <sup>2</sup>
Artificial turf		25m <sup>2</sup>
Mulched garden beds		28m <sup>2</sup>
Feature tree 45 litre pot size		min. 3
Shrubs and plants		min. 30

LANDSCAPE PLAN 4

# BLOCK MORE THAN 25m FRONTAGE



TOTAL AREA OF FRONT GARDEN	175m <sup>2</sup>
Driveway (prefer permeable paving)	35m <sup>2</sup>
Lawn	68m <sup>2</sup>
Mulched garden beds	53m <sup>2</sup>
Decomposed granite	19m <sup>2</sup>
Feature tree 45 litre pot size	min. 4
Shrubs and plants	min. 40

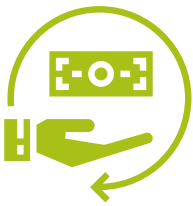


## PRESCRIBED TIMEFRAME TO SUBMIT

The Buyer or Eligible First Transferee must complete the Front Garden Landscaping Works in accordance with this Guideline and submit the completed Application Form to the Agency by the earlier of:

- > six (6) months from the date of issue of the Certificate of Occupancy and Use; and
- > twenty four (24) months from Settlement of the First Grant Contract.

Please note that no extensions of time will be granted by the Agency.



## HOW TO CLAIM YOUR REBATE

Buyers or Eligible First Transferees must complete and submit the Application Form preferably by email to **suburbanland@act.gov.au** or to the nominated postal address in order to be eligible for the Rebate.

The Agency is not obliged to consider an Application Form where:

- > the Application Form is not lodged within the Prescribed Timeframe;
- > the Application Form has not been fully completed and signed by the Buyer;
- > the applicant is not the Buyer or an Eligible First Transferee;
- > the applicant is not the Crown Lessee at the time of making the application; or
- > the bank account name provided is not consistent with the name of the Crown Lessee.



## PAYMENT OF THE REBATE

Once the Agency receives your Application Form, the Agency may contact you to arrange a site inspection to review the Front Garden Landscaping Works. Where the Agency determines that the Front Garden Landscaping Works do not comply with the requirements of this Guideline, the Agency will contact you via email to provide advice on what improvements need to be made. Please be aware that in order to remain eligible for the Rebate, you will only have one opportunity to implement any improvements that the Agency requires, and which may be required within a specified timeframe.

Once your Rebate is approved, the Agency will endeavour to process the payment of your Rebate within eight to twelve weeks. The time for processing applications and payments will be largely dependent upon the number and times at which Buyers/Eligible First Transferees make their applications and the level of compliance in completing the Application Form and satisfying the Eligibility Requirements.

Where a Buyer or Eligible First Transferee has satisfied the Eligibility Requirements for a Rebate, the Rebate will be paid by direct deposit to the Australian Bank account nominated in the Payment Details of the Application Form.

It is the Buyer or Eligible First Transferee's responsibility to ensure that the correct bank account details are provided in the Application Form.

### FURTHER INFORMATION

For further information please contact the Agency.



(02) 6205 0600 (Reception)



suburbanland@act.gov.au

# DEFINITIONS AND TERMS

**Agency** has the same meaning as Suburban Land Agency.

**Application Form** means the application form annexed to this Guideline as Annexure 1.

**Block** means a parcel of land that may or may not contain buildings or other improvements.

**Buyer or Buyers** means the person, persons or corporation listed as the buyer in the First Grant Contract entered into with the Agency.

**Building Contract** means a contract for the construction of a building or other improvements on the Block.

**Building Line** means the building line of a Block as shown on the Landscape Plans.

**Compact Block** means a Block with an area of 250m<sup>2</sup> or less.

**Completion** means when all obligations under a First Grant Contract or Contract for Sale (including final payment) are met, commonly known as settlement.

**Contract for Sale** means a contract for the sale or purchase of a Block.

**Crown Lease** means the Crown Lease in respect of the Block.

**Crown Lessee** means the lessee of the Crown Lease.

**Eligible Blocks** means Blocks forming part of an Estate which are eligible for the Rebate as determined by the Agency, which will likely include single residential Blocks under a First Grant Contract.

**Eligibility Requirements** means the requirements set out on page 6.

**Eligible First Transferee** means a First Transferee who enters into a Building Contract with the Buyer which does not include any Front Garden Landscaping Works.

**Estate** means a collection of Blocks forming an estate as determined by the Agency.

**First Grant Contract** means a contract for the first grant of the Crown Lease (being a form of Contract for Sale).

**First Transferee** means a person, persons or corporation who enters into a Contract for Sale for the purchase of a Block from a Buyer, whether before or after Settlement of the Front Garden Landscaping Works.

**Frontage** means the total length of the front boundaries of the Block that address the street.

**Front Boundary** means the boundary of a Block as shown on the Landscape Plans.

**Front Garden** means the area between the Building Line and the Block Boundary as shown on the Landscape Plans.

**Front Garden Landscaping Works** means the landscaping works to be constructed between the Building Line and the Block Boundary in accordance with this Guideline.

**Front Garden Landscape Rebate** or **Rebate** means the amount set out on page 6.

**Guideline** means this Suburban Land Agency Front Garden Landscape Rebate Scheme and Guidelines.

**Housing Development Guide** means the housing development guide forming part of the First Grant Contract.

**Kerb Line** means the kerb line of a Block as shown on the Landscape Plans.

**Landscape Plans** means the plans on pages 10 -13 of this Guideline, depicting examples of typical Front Garden Landscaping Works for Eligible Blocks.

**Large Block** means a Block with an area greater than 500m<sup>2</sup>.

**Mandatory Requirements** means the mandatory requirements set out in the Housing Development Guide.

**Mid Sized Block** means a Block with an area greater than 250m<sup>2</sup> but less than or equal to 500m<sup>2</sup>.

**Right to Transfer Rebate Form** means the application form annexed to this Guideline as Annexure 2.

**Settlement** means when all the obligations under a First Grant Contract or Contract for Sale (including final payment) are met, also known as Completion.

**Suburban Land Agency** means the agency established by section 37(1) of the City Renewal and Suburban Land Agency Act 2017 (ACT).

**Prescribed Timeframe** means the timeframe set out on page 14.

**TCCS** means Transport Canberra and City Services or its successors.

**Territory Plan** means the Territory Plan created as a notifiable instrument under section 46 of the Planning and Development Act 2007 (ACT), as amended and varied from time to time, a copy of which is available at [legislation.act.gov.au/ni/2008-27](http://legislation.act.gov.au/ni/2008-27)

**Verge** means the area between the Block Boundary and the Kerb Line and commonly known as the nature strip, as shown on the Landscape Plans. It is also referred to as the nature strip.

# FREQUENTLY ASKED QUESTIONS



**Q: If I sell the Block prior to completing the Front Garden Landscaping Works, is the Rebate transferrable to another person?**

**A:** The Rebate is only transferrable from a Buyer to an Eligible First Transferee. Please refer to the definitions and terms for further information.

**Q: Can I plant exotic, “non native” plantings in the Front Garden?**

**A:** The trees and shrubs that you plant is up to you. It is highly recommended that you refer to the Canberra Plant Selector Tool to select suitable species for the Canberra climate.

**Q: Can I install artificial turf in the Front Garden?**

**A:** Yes, you may install artificial turf but it is not recommended. Please note that the maximum area of artificial turf needs to be in accordance with Table 2.

**Q: Can I complete the Front Garden Landscaping Works?**

**A:** Yes, you do not have to engage a professional landscaper. We recommend that driveway and retaining walls will be constructed by a contractor who has expertise in this field.

**Q: Can I landscape or build on the Verge (nature strip) at the front of my Block?**

**A:** Any works on the Verge need to be approved by TCCS prior to commencement of works.

**Q: What happens if I do not complete the Front Garden Landscaping Works within the Prescribed Timeframe?**

**A:** Unfortunately, where you do not complete the Front Garden Landscaping Works within the Prescribed Timeframe you will not be eligible to apply for the Rebate. The Prescribed Timeframe allow ample time to complete the Front Garden Landscaping Works.

**Q: If I don't complete all the Front Garden Landscaping Works, can I get part of the Rebate?**

**A:** Unfortunately, you must complete all Front Garden Landscaping Works to apply for the Rebate. This includes the driveway, retaining walls, letterbox, as well as trees, shrubs and garden mulching.

**Q: Do I need to submit a drawing of the Front Garden Landscaping Works I am proposing?**

**A:** A landscape drawing is not required to be submitted. This gives you the flexibility to make changes to the design and construction of your Front Garden.





# ANNEXURE 1 APPLICATION FOR LANDSCAPE REBATE

This Application Form must be read in conjunction with the Housing Development Guide, including Attachment 1 Front Garden Landscape Rebate Scheme and Guideline.

- This Application Form must be fully completed by the Buyer or the Eligible First Transferee.
- The Declaration in Section 2 of this Application Form must be signed by each person who is the Buyer or the Eligible First Transferee of the Block.
- The documents set out in Section 3 of this Application Form must be submitted to the Agency with this Application Form.
- Application Forms which are not complete or signed, or which are not accompanied by the required supporting documents, may not be considered by the Agency.

Please complete all required fields in BLOCK LETTERS.

## SECTION 1: APPLICANT DETAILS

**Buyer/Eligible First Transferee Name** (list all persons who are the Buyer or the Eligible First Transferee of the Block)

- Buyer who is the current Crown Lessee; or
- Eligible First Transferee who is the current Crown Lessee  
(You must submit a completed Right to Transfer Rebate Form) Annexure 2

First Name ..... Last Name .....

First Name ..... Last Name .....

Company Name (if Company) .....

## BLOCK DETAILS

Description of Block on First Grant Contract - Block ..... Section ..... Suburb .....

Street Address of Block .....

## BUYER OR ELIGIBLE FIRST TRANSFEREE'S CONTACT DETAILS

Postal Address .....

Phone Number .....

Email Address .....

## SECTION 2: DECLARATION

- I certify that Settlement occurred within 3 months after the date of the contract
- I certify that the Front Garden Landscaping Works have been completed by the earlier of:
  - six (6) months from the date of issue of the Certificate of Occupancy and Use for the Block; and
  - twenty-four (24) months from date of Settlement of the First Grant Contract.
- I am:
  - the Buyer listed in the First Grant Contract and the current Crown Lessee; or
  - an Eligible First Transferee and the current Crown Lessee.
- I certify that any Verges adjacent to the Block and effected works on the Block have been restored to the same level and grade as at they were prior to Settlement and all Verges adjacent to the Block are clean and free from building materials, refuse and other rubbish.
- I certify that documents provided with this Application Form are true and complete copies of the relevant original documents.
- I certify that the information contained in this Application Form is true and complete in all respects.
- I as Buyer or Eligible First Transferee give permission for the Agency to inspect the Block and take photos as necessary.

Signature of Buyer / Eligible First Transferee / Applicant 1 ..... Date ..... / ..... / .....

Signature of Buyer / Eligible First Transferee / Applicant 2 ..... Date ..... / ..... / .....

## SECTION 3: SUPPORTING DOCUMENTS

I attach copies of the following documents:

- The front page of the First Grant Crown Lease or Contract for Sale
- Certificate of Occupancy and Use
- A letter of approval from TCCS for any work conducted in the Verge (the area between your Block Boundary and the Kerb Line).
- The completed Right to Transfer Rebate Form (if you are the First Transferee).

## SECTION 4: PAYMENT DETAILS - FOR REFUND OF REBATE

The refund is to be paid to the Buyer/ Eligible First Transferee's bank account, detailed below.  
(The bank must be an Australian Bank).

Bank Name .....

Bank Branch .....

Account Name .....

BSB No. .... Account Number .....

## SUBMITTING YOUR APPLICATION FORM

Completed Application Forms should be sent via email with the required supporting documents to:  
**suburbanland@act.gov.au** or send it by post: Landscape Rebate, Suburban Land Agency, GPO Box 158,  
Canberra ACT 2601





# ANNEXURE 2 RIGHT TO TRANSFER REBATE FORM

- This Right to Transfer Rebate Form must be read in conjunction with the Housing Development Guide, including Attachment 1 Front Garden Landscape Rebate Scheme and Guideline.
- This Right to Transfer Rebate Form must be fully completed by the Buyer.
- The Declaration in Section 3 of this Right to Transfer Rebate Form must be signed by each person who is the Buyer.
- The documents set out in Section 3 of this Right to Transfer Rebate Form must be submitted to the Agency with this Application Form.
- Right to Transfer Rebate Forms which are not complete or signed, or which are not accompanied by the required supporting documents, may not be considered by the Agency.

Please complete all required fields in BLOCK LETTERS.

## SECTION 1: BUYER DETAILS

**Buyer** (list all persons who are the Buyer of the Block)

First Name ..... Last Name .....

First Name ..... Last Name .....

Company Name (if Company) .....

## BLOCK DETAILS

Description of Block on First Grant Contract - Block ..... Section ..... Suburb .....

Street Address of Block .....

## BUYER'S CONTACT DETAILS

Postal Address .....

Phone Number .....

Email Address .....

## SECTION 2: FIRST TRANSFEREE DETAILS

First Transferee (list all persons who are the First Transferee)

First Name ..... Last Name .....

First Name ..... Last Name .....

## FIRST TRANSFEREE CONTACT DETAILS

Postal Address .....

.....

.....

Email Address .....

## SECTION 3: BUYER DECLARATION

- As the Buyer I/we confirm that:
- Settlement of the First Grant Contract for the Block occurred within 3 months after the date of the Contract
  - I am / we are the previous Crown Lessee in respect of the Block
  - I / we have not made any claim to the Rebate
  - I / we entered into a Building Contract with the First Transferee
  - The Front Garden Landscape Works are not included in the Building Contract
  - I / we waive my rights to apply for the Rebate and transfer these rights to the First Transferee
  - I provided the First Transferee with a copy of the 'Front Garden Landscape Rebate Scheme and Guideline for Wright & Coombs'
- Copy documents provided with this Right to Transfer Rebate Form are true and complete copies of the originals.
- The information provided by me/us in this Application Form is true and complete in all respects.

Signature of Buyer / Eligible First Transferee / Applicant 1 ..... Date ..... / ..... / .....

Signature of Buyer / Eligible First Transferee / Applicant 2 ..... Date ..... / ..... / .....

## SECTION 4: SUPPORTING DOCUMENTS

I attach the following copy documents:

- A title search for the Block confirming the First Transferee is the registered proprietor or evidence the First Transferee is the current Crown lessee / owner of the Block (eg Rates notice)
- Front page of the Building Contract

## SUBMITTING YOUR APPLICATION FORM

Completed Application Forms should be sent via email with the required supporting documents to: **suburbanland@act.gov.au** or send it by post: Landscape Rebate, Suburban Land Agency, GPO Box 158, Canberra ACT 2601



# NOTES

A series of 25 horizontal dashed lines for writing notes.



