



Verge Garden Installation

Under Section 68 – Part E(2), Local Government Act 1993.

Effective from July 2024 to June 2025

This form outlines the conditions under which property owners are provided consent to garden on verges outside their properties. This form applies to the Woollahra Local Government Area. Approved activities are considered exempt development under provisions of:

- State Environmental Planning Policy (exempt and complying development codes) 2008 (codes SEPP)
- Part 3 Exempt and Complying Document, Woollahra Local Environmental Plan 2014 (WLEP 2014)

and so do not require consent in line with section 76 of the Environmental Planning and Assessment Act 1979.

Council supports the planting of verge gardens which make a positive contribution to the local streetscape. Property owners are provided consent to plant and maintain the verge outside their property in line with the consent conditions.

Landscaped road verges are on the public footway and may be used by pedestrians, people accessing vehicles, or for putting out waste bins for collection. Woollahra Council takes no responsibility for damage to verge gardens or their contents by any party and all costs associated with the garden including installation, maintenance and damage repair are the responsibility of the applicant.

For further information, please contact Customer Service Centre on (02) 9391 7000 or email sustainability@woollahra.nsw.gov.au.

Applicant details

Title:	<input type="text"/>		
Name:	<input type="text"/>		
Address:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>

Site details *(Location and title description of the property where the tree is positioned)*

Unit, Shop or Suite no:	<input type="text"/>	Street no:	<input type="text"/>
Street name:	<input type="text"/>	Suburb:	<input type="text"/>

Other identifying information:

Do you own, and regularly live at, the above site? Yes No

Site assessment

What is the verge site currently used for?:

Are any plants or structures in the verge, or any services above or in-ground?:

Would anything need to be removed from, or repaired on, the site before the garden could go ahead?:

Consultation

Note: if there are objections to the garden or you have been unable to obtain a signature of support from neighbours on both sides of the property, it is unlikely the garden will go ahead.

Where one or both of your neighbouring properties are multi-unit dwellings, you will need to obtain the signature of the Strata or Building Manager.

Have neighbours on both sides of the property been notified of the details of this application and signed below to show their support?

Yes

No

What concerns have been raised (if any)?:

Name of neighbour 1:

Address of neighbour 1:

Signature:
(acknowledging support of proposed garden)

Date signed by neighbour:

Name of neighbour 2:

Address of neighbour 2:

Signature:
(acknowledging support of proposed garden)

Date signed by neighbour:

Additionally, if the proposed garden is fronting an apartment block, has the body corporate or strata given their consent to this application?

Yes

No

Plan for proposed site use *(A separate page may be attached for electronic submissions)*

What species of plants do you intend to install?:

Local native shrubs, grasses and groundcovers should be considered to enhance biodiversity and reduce maintenance. See Council's Habitat Gardening Guide www.woollahra.nsw.gov.au/files/assets/public/v/1/environment/documents/habitat-gardening-guide-web.pdf

Draw a detailed bird's eye view of the current verge and clearly show your intended garden layout. Indicate all exclusion zones (see section 1 of check list below), length and width of land, driveways, existing footpaths, service pits, trees, and other relevant features. Please attach additional sheets or photos if required.

Application conditions

Full Conditions associated with this application can be accessed at:

www.woollahra.nsw.gov.au/verge-garden-installation-conditions

Checklist

1. EXCLUSION ZONES

We advise that you spend time measuring your verge space and clearly map out all exclusion zones that apply to help you picture how much space you would have left to work within, and whether you would still like to go ahead with your application

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| 1.1. Will a minimum clearance of 1m be left from all edges of existing street tree trunks to ensure the continued health of trees and their root systems? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 1.2. Will people be able to access the road from the footpath? There needs to be a 1.5m gap in the verge every 6m or at both ends of the verge garden to allow access to the road from the footpath. This should be level so that people with wheelchairs or walking aids can negotiate it safely. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 1.3. Will a minimum clearance of 0.2m be left from all edges of streetlight poles, service pits, fire hydrants, telegraph poles, post boxes & other services? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 1.4. Will sufficient space be left on the verge for you (and your neighbours if applicable) to put out all waste/recycling bins for safe collection? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 1.5. Can people easily open their car door and get into and out of their car? A minimum 0.6m clearance along the full length of the kerb is required. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 1.6. Will the garden keep a clear distance of at least 1m from the back of any Council stormwater installations (e.g. from the back of stormwater pits lintel/wall)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 1.7. Is your proposed garden within 10m of an intersection? If so, additional checks & conditions may be required to ensure sight distance for motorists is not impacted. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

2. GARDEN DESIGN

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| 2.1. Is the verge an existing grass verge that has not been designed as a rain garden? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2.2. Will the verge garden be free from raised edges such as bricks and fences? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2.3. Will the garden avoid the pruning or removal of existing trees or plants? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2.4. Will the planting of trees or plants that will grow to more than 1m high at maturity be avoided? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2.5. Will the garden be free of stakes, guide wires, protruding stems, irrigation systems and the like which may cause a hazard to other users of the footpath and road? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2.6. Will the verge garden be constructed to prevent the runoff of materials such as soil, debris, or mulch onto the pavement or road or into storm water drains? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

3. GARDEN INSTALLATION

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| 3.1. Will all planting be carried out by hand with no excavation deeper than 0.3m? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3.2. Will you contact Dial Before You Dig (at http://1100.com.au) before starting work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3.3. Will roots (of any existing tree) with a diameter greater than 20mm remain undamaged during the installation and maintenance of the garden? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

4. MAINTENANCE & INSURANCE

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|---|------------------------------|-----------------------------|------------------------------|
| 4.1. Will the verge garden be maintained to ensure it remains safe, tidy, and attractive? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4.2. Do you understand the repercussions for non-compliance (see page 1)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4.3. Do you understand the insurance implications of the garden (see page 1)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4.4. Will the garden be managed without pesticides, synthetic fertilisers, and chemicals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4.5. Will the garden be watered by hand only, with collected rainwater where possible? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4.6. Will all costs associated with the garden, including installation, maintenance and repair of damage caused by any party, be borne by yourself? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

5. CONSENT

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 5.1. If the proposed garden fronts a multi-unit dwelling, have you received approval from the body corporate? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 5.2. Have your neighbours on both sides signed this form indicating their support? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

Applicant's declaration

I,

apply for consent to carry out the development described in this application. I have reviewed the Application Conditions relating to this application available at www.woollahra.nsw.gov.au/verge-garden-installation-conditions.

I have completed the above checklist accurately and, if approved, will assume responsibility for the planting and maintenance of the verge garden outside my property at the address listed. I declare that all the information given is true and correct. I also understand that:

- If incomplete or false, the application may be delayed or rejected, and that
- More information may be requested within 21 days of lodgement.

Signature:

Date:

Privacy

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY

CSO name: