

How to submit your Design Application for approval

Each Design Application is required to be submitted to Stockland for approval.

In most cases, your application is submitted by your builder/architect, and must be submitted through the Stockland i-scope web portal.

www.stockland-iscope.com.au

Check with your builder to see if they are registered.

Stockland i-scope is:

- A simple and easy process for submitting Design Applications via the internet
- A reference library providing key documents to help your builder design your home
- The way for your builder/architect to track the status of your Design Application
- Where you are submitting your own plans for approval. Please contact your Customer Relations coordinator to submit your application

Changes to approved Design Applications

Changes to any approved design applications will require Stockland approval. Please ensure that if this does occur you resubmit plans as per the original process.

Interior modifications do not need approval from Stockland.

Have your builder/architect submit your changes to Stockland on your behalf, or submit your changes as per the Design Application procedure.

This includes any variation or change to the external appearance of your home, such as:

- Building setbacks
- Architectural details and features
- Windows
- Solar panels and air-conditioning units
- Fencing
- Colours/materials/finishes
- Sheds & outbuildings
- Pergolas or covered areas
- Swimming pools
- Crossovers & driveways
- Landscaping & retaining walls

Obtain local authority approval if required.

Seek guidance from your builder/architect on whether you require local authority approval or a building permit.



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What are the steps to Settlement?

Here is a very basic guide to follow throughout the Settlement process.

By following this guide, you will hopefully feel more at ease with the purchase of your property. Please do not rely solely on this guide as it is a guide only, and independent legal advice should be sought.

If you are purchasing land that is registered, your Settlement date will be outlined in your Contract of Sale.

If your land is not registered or you have purchased 'off the plan,' the following are conditions precedent to Settlement of your contract:

1. Stockland's Surveyors submit a Plan of Subdivision to council for certification. This is what you have purchased your land on.
2. Construction of your lot usually takes around 5-6 months. Upon completion council will issue a certificate of **Practical Completion**.
3. Following Practical Completion, council will request that all authorities such as power, water & sewer, CFA and Telstra provide their consent to release the stage to the Land Titles Office.
4. Once council have obtained all releases they will issue a **Statement of Compliance** along with the Certified Plan of Subdivision to Stockland.
5. Stockland lodge these two documents with the Victorian Land Titles Office (LTO) for **Registration**.
6. Upon registration of title, Stockland then gives notice to your nominated legal representative, that the land has been registered and advising of the due date for Settlement in accordance with your Contract of Sale.

Your legal representative will advise you of that date, usually 14 days from registration unless a different timeframe is agreed in your Contract of Sale. Remember to inform your financier, if applicable.

You have now settled your block of land!



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Fencing

a) Boundary fencing

It is important to understand where your neighbours are at in their construction process, as everybody needs a fence for privacy and security reasons.

As neighbours, it is important to have a good relationship and this will most likely be the first time you make contact.

All fencing must be installed prior to you occupying your home in order for you to be issued a Certificate of Occupancy.

The following steps are to help you with the process and to organise the installation of your fences with your neighbours.

1. Obtain your adjoining neighbours contact details. Contact your local council as they're authorised to give out personal information. (Stockland are unable to provide this information due to privacy laws).
Where Stockland owns the adjoining property, please forward 2 quotes to your Customer Relations coordinator for review.
2. Provide the fencer with a copy of your approved fencing plan and the fence specifications from your Design Essentials. Your approved fence plan is with your House Plan Approval, make sure you get a copy from your builder. The diagram on the next page indicates where standard boundary fences are generally approved (2.0m behind the side wall of your home on side boundaries).
3. Arrange a fence contractor to install the fences. We recommend you get a few quotes to determine the best price for you and your neighbour. Check your local paper for suppliers in the area.
4. Send a copy of the quote to your neighbours. Once you have agreed on a price with your contractor, you need to send a copy of the quote (your contractor may do this for you) to all adjoining neighbours with the costs they're responsible for.
5. Accept the quote and arrange for the fence to be installed.

6. Dispute over payment or costs. Where your neighbour does not agree to the quote or has not contacted you, please refer to the Fencing Act Victoria which can be found on the internet, or contact the dispute settlement centre of Victoria on **9603 8370**.
7. Stockland does not intervene with fencing disputes.

b) Front fencing

Where front fencing is not mentioned in your Contract of Sale, it is generally not allowed.

Where front fences and retaining walls are permitted in your contract, they:

- Must compliment the style and colour scheme of the home
- Cannot be higher than 1m
- Must be at least 50% transparent
- Must return along the side boundaries to connect back to the side fences or walls of your home
- Must be approved by Stockland

c) Corner fencing

As the owner of a corner block, there are specific requirements for corner fences.

Fences on corner lots must not extend beyond the point indicated on the relevant council approved building envelope plan contained in your MCP.

Your fencing will be approved as part of your design approval from Stockland. Where you wish to make an amendment to your approved plan (in accordance with the MCP) you will need to obtain an approval from Stockland.

- Where your corner fence faces a secondary street, nature strip or council reserve, as the owner you are responsible for 100% of the cost. The Fences Act exempts council from paying half.
- Where your corner fence abuts a Stockland owned reserve or park, please contact your Customer Relations coordinator to discuss.



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SmartLiving quick reference – Keeping in contact

Make sure we know where to contact you

Use this form to update your details and receive a move in gift*

We want to make sure that wherever you are, we can contact you regarding your purchase with us.



Your name:

Your address:

.....

P/code:

New address details

Street:

Suburb: State: P/code:

Phone (home):

Mobile:

Email:

Property purchased

Stockland community:

Lot: Street:

Move in date:

To help us ensure your new community meets your needs, please tell us a little more about your household.

What suburb did you previously live in?

How many children do you have?

How old are your children?

- no children all children < 15
 all children 15 & above children <15 & 15+
 no child/ren left home other

Do you speak more than one language at home?

- No Yes

If yes, what language?

Please fax/post to:

Customer Relations

Stockland Development Pty Limited

Level 7, 452 Flinders St

Melbourne VIC 3000

Fax: (03) 9095 5186

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By providing your contact details you are agreeing that Stockland may use these details to keep you informed about future products, services and special offers that may be of interest to you and provide other relevant information relating to Stockland and its affiliate companies. This includes contacting you by telephone indefinitely until you inform us otherwise. To view our privacy policy please visit www.stockland.com.au/Legal/Privacy OPT OUT



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SmartLiving quick reference – Move in checklist

Moving in guide

We understand that moving home can be a busy time

We trust this information will ease any concerns you may have and help make moving in your new community an enjoyable and rewarding experience.

When it comes time to move into your new home, we suggest you refer to the simple guidelines below to make sure your move is easy and your new asset is protected.

Things to do before you move in

- Arrange bin delivery through your local council.
- Request information to highlight bin night for recycling and general waste bins.
- Follow the information outlined in this section to ensure when you move-in you have connected your electricity, gas and phone.
- Letterboxes and clothes lines aren't always included in your building contract; check with your builder to ensure you aren't inconvenienced.
- Book a removalist.
- Install a letterbox and arrange to have the house number identified on your new home.

Most removalist companies require the return of their boxes, if this is the case, flatten the boxes and arrange a convenient time to have them collected.

Spread the word

The list of people and organisations that you should notify of change of address is long and will vary from person to person. The following is a guide:

- Insurance company
- Bank/s
- Vehicle registration, driver's licence
- Health fund
- Newspaper or magazine subscriptions
- Mobile phone carrier
- Stores where you may hold accounts
- Employer

- Doctor and dentist
- School (you may need to collect children's records)
- Family and friends
- Taxation office
- Electoral commission

Arrange service providers (Guide)

<input type="checkbox"/> Electricity	Origin Energy	13 24 63
<input type="checkbox"/> Electricity	AGL	13 12 45
<input type="checkbox"/> Electricity	Ergon Energy	13 10 46
<input type="checkbox"/> Gas	Origin Energy	13 24 63
<input type="checkbox"/> Gas	AGL	13 12 45
<input type="checkbox"/> Telephone	Telstra	13 22 00
<input type="checkbox"/> Telephone	Optus	13 39 99
<input type="checkbox"/> Telephone	AAPT	13 88 88
<input type="checkbox"/> Pay TV	Foxtel	13 17 87

Change of address

- For a small cost, Australia Post can re-direct your mail from your old address. Visit www.auspost.com.au

Transfer

- Transfer insurance on personal possessions, so they will be covered at your new home.

Cancel

- Phone, gas and electricity accounts, milk delivery and other services at your old address.

Donate

- You may like to donate any unwanted items to a local charity.

TV antennas and satellite dishes

- Ensure you have arranged for installation of your TV antenna and satellite dish prior to moving in.

Quick tips

- Make sure it is located towards the rear of the property.
- Below the ridge line (Apex of the roof) if possible.
- Large satellite dishes may require a permit before you can install it. Please check with your local authority.

Fencing

- Contact your new neighbours to arrange your boundary fence or if the blocks next to you remain unsold, contact Stockland. Please refer to the fencing pages in this directory or the fencing insert at the back of this directory for assistance.



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