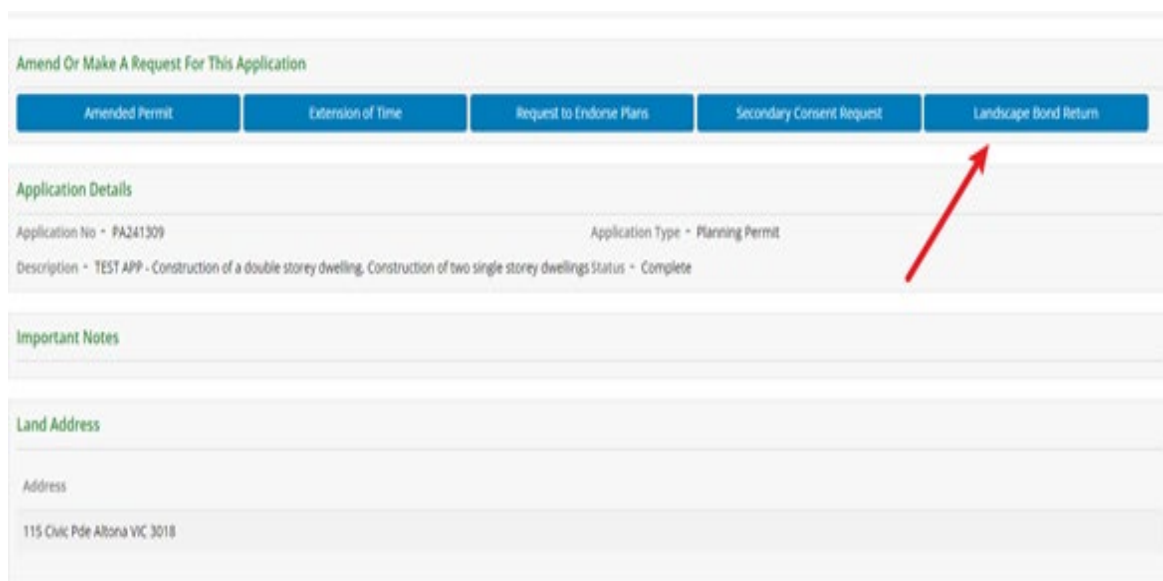


LANDSCAPE BOND REFUND REQUESTS ONLINE

- Go to www.hobsonsbay.vic.gov.au
- Scroll down to middle of page and Click on Planning Applications.
- Click on Greenlight Planning Portal
- Top right hand corner "log in" or register.
- Planning Applications
- Click on "Other Requests" (Left hand side, second from the bottom)
- **Apply for Landscape Bond Refund**
- Then enter your application number **ONLY** or enter property address (DO NOT enter both)
- click search.
- Scroll down under map and click on application number (hyperlink).
- As per below click on the landscape Bond tab.



The screenshot displays the 'Amend Or Make A Request For This Application' interface. At the top, there are five tabs: 'Amended Permit', 'Extension of Time', 'Request to Endorse Plans', 'Secondary Consent Request', and 'Landscape Bond Return'. The 'Landscape Bond Return' tab is highlighted in blue, and a red arrow points to it from the right. Below the tabs, the 'Application Details' section shows: 'Application No - PA241309', 'Application Type - Planning Permit', and 'Description - TEST APP - Construction of a double storey dwelling, Construction of two single storey dwellings Status - Complete'. Below this is the 'Important Notes' section, followed by the 'Land Address' section which shows the address '115 Chic Pde Albion VIC 3018'.

- Complete the details accordingly
- Upload photos of completion of works under the related documents section by going into the **+ Upload Documents**
- Once received the application will go in for allocation to a Town Planner
- The planner will arrange a site inspection after six-weeks from the date of the form and photos being lodged.