

2018



**INDUSTRY
AWARDS**

LANDSCAPING victoria®

**MASTER
LANDSCAPERS**

Entry Checklist

Applicable Award Categories

RESIDENTIAL	OTHER
Residential Landscape Management & Maintenance	Pool in the Landscape
Residential Construction Under \$30,000	Plants in the Landscape
Residential Construction \$30,000 – \$75,000	Hard Structures in the Landscape
Residential Construction \$75,000 – \$150,000	Grant Saltmarsh Memorial
Residential Construction \$150,000 – \$250,000	Natural Built Environment
Residential Construction Over \$250,000	

	COMPULSORY DOCUMENTS	COMPLETE
STAGE 1	<p>Project Brief – this can include a description of your nominated project alongside any special features or ‘wow’ factors and challenges you faced over the course of the project. Maximum 600 words</p> <p>Upload your 5 best photos of the completed project</p> <p>Site details</p> <p>Construction/Designer/Architect details</p> <p>Award Entry Payment made – this will progress you through to Stage 2</p>	
STAGE 2	<p>Registered Builders Licence No. (if applicable)</p> <p>Contract Documents – this can include the total contract, cover page and any variations to indicate the total contract price</p> <p>Received Dropbox link</p> <p>Project Plans/Specifications</p> <p>Permits (if applicable)</p> <p>Total contract price (including any variations)</p> <p>Owner declaration letter (attached in Dropbox link)</p> <p>Before, progress, after photos</p> <p>Additional documents that are relevant to project</p>	
STAGE 3	<p>Client/Site contact details (if required by judge)</p>	

If you require assistance with any required documents and submission, please contact Landscaping Victoria Master Landscapers Office on 1300 365 428 or admin@landscapingvictoria.com.au

Applicable Award Categories

COMMERCIAL

Commercial Landscape Management & Maintenance

Commercial Landscape Construction Under \$500,000

Commercial Landscape Construction Over \$500,000



COMPULSORY DOCUMENTS

COMPLETE

STAGE 1

Project Brief – this can include a description of your nominated project alongside any special features or ‘wow’ factors and challenges you faced over the course of the project. Maximum 600 words

Upload your 5 best photos of the completed project

Site details

Construction/Designer/Architect details

Award Entry Payment made – this will progress you through to Stage 2

STAGE 2

Commercial/Registered Builders Licence No. (if applicable)

Contract Documents – this can include the total contract, cover page and any variations to indicate the total contract price

Received Dropbox link

Project Plans/Specifications

Permits (if applicable)

Total contract price (including any variations)

Owner declaration letter (attached in Dropbox link)

Before, progress, after photos

Additional documents that are relevant to project

Additional tender documents

Co-invest proof

WH&S documents

STAGE 3

Client/Site contact details (if required by judge)

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Applicable Award Categories

Landscape Design Under 60 square metres

Landscape Design 60 – 200 square metres

Landscape Design Over 200 square metres



	COMPULSORY DOCUMENTS	COMPLETE
STAGE 1	<p>Project Brief – this can include a description of your nominated project alongside any special features or ‘wow’ factors and challenges you faced over the course of the project. Maximum 600 words</p> <p>Upload your 5 best photos of the completed project</p> <p>Site details</p> <p>Construction company details</p> <p>Award Entry Payment made – this will progress you through to Stage 2</p>	
STAGE 2	<p>Registered Builders Licence No. (if applicable)</p> <p>Contract Documents – this can include the total contract, cover page and any variations to indicate the total contract price</p> <p>Received Dropbox link</p> <p>Project Plans/Specifications</p> <p>Permits (if applicable)</p> <p>Total contract price (including any variations)</p> <p>Owner declaration letter (attached in Dropbox link)</p> <p>Before, progress, after photos</p> <p>Additional documents that are relevant to project</p>	
STAGE 3	<p>Client/Site contact details (if required by judge)</p>	



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Applicable Award Categories

Rising Star

	COMPLETE		
	PROJECT 1	PROJECT 2	PROJECT 3
STAGE 1	<p>COMPULSORY DOCUMENTS</p> <p>Project Brief – this can include a description of your nominated project alongside any special features or ‘wow’ factors and challenges you faced over the course of the project. Maximum 600 words</p> <p>Upload your 5 best photos of the completed project</p> <p>Site details</p> <p>Construction/Designer/Architect details (if all different)</p> <p>Award Entry Payment made – this will progress you through to Stage 2</p>		
STAGE 2	<p>Registered Builders Licence No. (if applicable)</p> <p>Contract Documents – this can include the total contract, cover page and any variations to indicate the total contract price</p> <p>Received Dropbox link</p> <p>Business Documents;</p> <ul style="list-style-type: none"> • Business Plan • OH&S Plan • Quote/Contract (Sample) • Current Licences and Insurances <p>Any additional business documents</p> <p>Employment Agreement (Sample – if staff employed)</p> <p>Current Insurance and Certificates</p> <p>Permits (if applicable)</p> <p>Total contract price (including any variations)</p> <p>Owner declaration letter (attached in Dropbox link)</p> <p>Before, progress, after photos</p> <p>Additional documents that are relevant to project</p>		
STAGE 3	<p>Client/Site contact details (if required by judge)</p>		

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