

Bud (fairy) lighting in street trees checklist

Brisbane City Council supports the installation of bud (fairy) lighting in street trees in business centres across the city to create exciting and attractive night-time local streetscapes.

The following checklists describe what information and actions are required when preparing and submitting your permit application and following permit approval.

Checklist	Types of application and applicant		
	Trees adjacent to an individual business	Trees adjacent to more than one business in a precinct	
		Applicants are individual business owners or tenants	Applicant is an incorporated business association or chamber of commerce
Preparing your application – checklist			
Check if your location is in an eligible commercial center	✓	✓	✓
Read the installing and maintaining bud lighting factsheet , located on Council's website.	✓	✓	✓
Prepare a plan/sketch showing the location of the property and showing boundaries, buildings/awnings and street trees.	✓	✓ One owner/tenant may wish to coordinate the proposal	✓
Obtain lighting, installation and maintenance costs	✓	✓	✓
Seek support of property owner(s) and other tenant(s) for the proposal	Applicant may be either property owner or tenant	✓	✓



Submitting your application - checklist			
When completing the online application form via Council's website, the following documents need to be provided as attachments.			
Plan of layout showing locations of properties, street trees, aerial wiring cross overs, on/off switch and other relevant street furniture/utilities	✓	✓ Highlight on the plan which property within the precinct is relevant to the application.	✓ Refer to the example layout plan in the installing and maintaining bud lighting factsheet.
Certificate of current public liability insurance coverage which names Council as an interested party	✓	✓ For each adjacent business occupant or owner	✓ For the incorporate business association or chamber of commerce
Letters of consent	✓ From the property owner if owner is not the applicant	✓ From the property owner if owner is not the applicant	✓ From all the property owners and tenants adjacent to the street trees relevant to the application

Post approval – permit compliance checklist	
Electrician certification of installation of the Council-accessible on/off switch/switches – 'plug in point'	✓ To be submitted online within 10 working days of installation
Ongoing maintenance and inspection by the permit holder	✓
Annual public liability insurance certificate submission	✓ Using the online submission process and quoting the permit number
Annual Declaration of Compliance with permit terms and conditions	✓ Using the online submission process and quoting the permit number
Permit transfer application	If you have arranged for the bud lighting to become the responsibility of a new owner or tenant, the permit can be transferred. You can do this by using the online submission process and quoting the permit number.