



WD 13C

**Land Development Landscape
Submission Process and
Requirements**

2025

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1. Introduction

The City provides an electronic lodgement system for landscape and irrigation submissions.

All detailed landscape and irrigation drawings required to satisfy an approved WAPC subdivision approval condition are to be submitted via the City's online portal (<https://www.wanneroo.wa.gov.au/landdevelopment>). This includes resubmissions and revisions, POS Masterplans and Street Tree Masterplans.

2. Fees and Charges

- 2.1 The City of Wanneroo introduced a set of fees and charges on 1 July 2017 which are charged in accordance with Section 6.15, 6.16 and 6.17 of the Local Government Act 1995 (as amended). Land Development assessment fees cover the actual costs and expenses incurred by the City in providing services, commissioning, or undertaking any review of documentation associated with development, engineering and landscape matters, including administrative services, technical resources, specialist advice and consultation. These fees include but are not limited to, the assessment of landscape and irrigation detailed design drawings.

The above Land Development assessment fees will be charged to the relevant developer or landowner (and not the consultant lodging the documentation with the City).

- 2.2 A pre-lodgement meeting with the City's Landscape and Conservation Development Officer is encouraged and will be exempt of the above fees. The City encourages the developer or landscape consultant to contact the Land Development service unit to arrange for such a meeting to discuss each proposal prior to submission.
- 2.3 The City allows one Completion inspection and one follow-up defects rectification inspection, as well as one Pre-Handover Inspection and one Final Handover Inspection. Any inspections that occur over and above this are subject to the City's Fees and Charges.

3. Public Open Space Masterplan

- 3.1 A Public Open Space Masterplan for the whole Structure Plan area is to be submitted with the first subdivision application for staged developments. The City requests that developments that have progressed past the first stage retrospectively submit a Public Open Space Masterplan to aid the application process.
- 3.2 The Public Open Space Masterplan is considered as a living document that evolves to reflect changes to the subdivision and amendments to the Approved Structure Plan, as such it is to be updated prior to each landscape and irrigation detailed submission (only if changes to the Public Open Space Masterplan have occurred). A "change" would be considered as any alteration to the listed required information in Local Planning Policy 4.3 (LPP4.3) to be included on the Public Open Space Masterplan.
- POS Masterplans are to include the following information:

- All proposed Public Open Space (POS) in the developable area
- Size (in square metres or hectares) and type of each POS
- The proposed hierarchy/ function of POS, i.e. Pocket/ Local/ Neighbourhood Recreation/ Neighbourhood Sports/ Nature
- Proposed facilities to be accommodated in each POS (including any proposed variations to the Standard Development Requirement contained in Schedule 2 of the Policy)
- High level play space strategy for each POS containing play items including proposed play area location, age group/s to be accommodated, type/s of play items, e.g. off-the-shelf or natural elements
- Proposed play area locations
- Location of trees & vegetation to be retained in POS
- Location of POS and/or significant trees and vegetation subject to conditions imposed under Environmental Protection and Biodiversity Conservation Act 1999
- Indicative area (in square metres) of permanent irrigation of turf for each POS
- Adherence to the Department of Water's North West Corridor Water Supply Strategy
- Proposed small, minor and major rainfall event drainage management areas to be contained in POS
- Identify foreshore boundary (if applicable)

3.3 Provided all the information has been included in the submission and the consultants respond to City comments and additional information requests within three working days, the City's target timeframe for approval of Public Open Space Masterplan (initial) submissions is six weeks.

4. Concept Submission (optional/ recommended)

- 4.1 Concept design submissions are not a requirement of the City of Wanneroo (unless it is a WAPC or DA condition), however the City encourages the developer/ consultant to engage with the Land Development service unit at this stage to organise a pre-lodgement meeting to discuss the concept proposal/s prior to submission of the detailed design drawings. These meetings are not subject to the City's fees and charges schedule.
- 4.2 Pre-lodgement meetings allow all relevant stakeholders to identify any issues, or requirements early so that the detailed design drawings assessment can be done as efficiently as possible.
- 4.3 The Concept Plans can be presented at an in-person meeting and sent in an email
- 4.4 Feedback provided at concept stage does not constitute an approval.
- 4.5 Provided all the information has been included in the submission, the City's target timeframe for approval of Concept Submissions is four weeks.

5. Landscape and Irrigation Detailed Submission for Approval

- 5.1 The development stage number on the Landscape drawing is to correlate with the Engineering stage number (on the Engineering drawings).
- 5.2 The surrounding street names are to be clearly labelled.
- 5.3 The City of Wanneroo requires the following to be submitted:
- POS landscape and irrigation detailed design drawings including plans, context plan so that the location is clear, sections and details of all hard-landscaping, soft-landscaping, structures, walls, play/exercise equipment, furniture, lighting and artwork (if applicable) and other landscape elements to the City of Wanneroo's satisfaction.
 - Streetscape: verge, median, Road Reserve and Pedestrian Access Way landscape and irrigation design drawings. Drawings are to include plans, sections and details of all hard-landscaping, soft-landscaping, structures, walls, furniture, and other landscape elements to the City of Wanneroo's satisfaction.
 - Drainage in POS and Streetscapes: landscape, and irrigation plans illustrating the areas for managing run-off as well as supporting details and sections for small, minor and major rainfall events.
 - Drainage Reserves (excluding unplanted sumps) landscape and irrigation detailed design drawings including plans, sections and details.
 - Submit an Opinion of Probable Cost (OPC) for all items such as hardscape, softscape, irrigation, play/ exercise equipment, furniture, and structures.
 - Life-cycle, warranties and product materialisation for all play /exercise equipment, furniture and structures including artwork.
 - Provide Engineer's certified hydraulic and electrical detailed design drawings and structural shop drawings if applicable.
 - Risk assessment (if required).
 - Reference to associated Management Plans or EPBC approval (in relevant field through the portal).
 - Further information is provided within WD13A Public Open Space Landscape Design Specification and WD-13B Streetscapes and Pedestrian Access Ways Landscape Design Specification which can be viewed on the City's website.

Landscape and irrigation drawings are to be submitted together to the City of Wanneroo. The City requires landscape and irrigation drawings in the same submission as the drawings are assessed relative to each other.

- 5.4 All detailed landscape and irrigation drawings for approval are to be submitted electronically via the City's online portal (<https://www.wanneroo.wa.gov.au/landdevelopment>).
- 5.5 Electronic landscape and irrigation drawing submissions are to contain A1 PDF's only and all information is to be legible if printed at A3. They can be submitted all as one PDF or split into landscape PDF and irrigation PDF which will be combined for the approval set. Please show the cadastral information, e.g. lot boundaries
- 5.6 Landscape and irrigation drawing assessment by the City of Wanneroo is undertaken by various City of Wanneroo internal stakeholders.

All feedback provided by internal stakeholders is collated by Land Development and emailed to the landscape consultant for their justification, counter-comment or agreement and make the necessary revisions.

- 5.7 The City will accept or reject the Landscape Designers' responses to the City's feedback and either:
1. Determine/ approve the drawings – subject to specific conditions, or
 2. If too great a redesign is required, the City will request the drawings to be resubmitted via the online portal with relevant changes incorporated.
- 5.8 All revised drawings and resubmissions are to have any revisions or changes clearly indicated by a revision cloud. If, during the assessment period, a revised drawing/s is submitted, this may extend the time taken to do the assessment which will increase the fee. When resubmitting, ensure the complete landscape and irrigation drawing set is lodged so that it replaces the previous version lodged. This will be stamped as 'Superseded' in the approval set.
- 5.9 Approved drawings are marked up electronically with any specific conditions. The specific conditions are included in the approval letter which is sent along with the approved drawing set, electronically, to the landscape consultant and the developer.
- 5.10 Provided all the information has been included in the submission and the consultants respond to City comments and additional information requests within seven working days, the City's target timeframe for approval of Landscape and Irrigation Submissions is six weeks.
- 5.11 If early clearance is being sought, the outstanding works related to a POS will need to be bonded. It is preferred that the detailed design drawings are approved when a bond application is lodged, which is subject to a 25% contingency, however if it is based on only concept plans or if the detailed design drawings are pending approval, then a 50% contingency applies. Please refer to the City's Subdivision Bond Application [Form 1 - Subdivision bond application - City of Wanneroo](#)
- 5.12 Any changes to the approved plant species from the Approved drawings must receive approval from the City prior to plant procurement.

6. Construction

- 6.1 At least two (2) weeks prior to the commencement of construction, the landscape specifications and construction program shall be submitted to the City for review.
- 6.2 Upon review of the construction program the City may request to attend specific site meetings and inspections at designated hold points as identified in the construction program. The Developer shall invite the City's representatives to these meetings and inspections, providing a minimum of 3 days' notice.
- 6.3 Before the site is opened to the public, the Developer is responsible to ensure that the space is safe and fit for public access.

7. Practical Completion

When the works have reached a stage of completion where all works are complete (either at the same time as or following the contractual Practical Completion inspection with all parties), the landscape consultant is to contact the City of Wanneroo's Landscape and Conservation Development Officer who will arrange the completion inspection.

- 7.1 Prior to the City scheduling the Completion Inspection, the following is to be provided to the City of Wanneroo's Landscape and Conservation Development Officer electronically, via email (or online file sharing facility where files are too large to email – each file to be labelled correctly, set of plans in one zip folder), where relevant to the approval. This is to be sent to the City a minimum of five (5) business days prior to the scheduled Completion Inspection:
- Landscape, Irrigation, Artwork, Hydraulic and Electrical As constructed drawings – electronic files in PDF and DWG format (combine PDFs per landscape set and irrigation set; all drawings to be legible)
 - As constructed Irrigation plans are to include the details outlined in The City of Wanneroo Irrigation Specifications [Irrigation Specifications - City of Wanneroo](#)
 - As Constructed open space data to be provided in O-Spec. As-constructed data (O-Spec) shall be supplied in GIS ready format (Map info, TAB, SHP, MID/MIF) in accordance with the A-Spec digital data specification. If there are delays in receiving the O-Spec before the PC inspection date, the Developer must notify the City at least two (2) days prior to the inspection. The inspection may proceed without the O-Spec, however, its absence will be recorded as a defect.
 - A cost schedule of all built assets including earthworks, hardscape, softscape, irrigation, play/exercise equipment, furniture and structures for recognition in the City's financial asset register
 - Post installation compliant playground safety audit
 - Copy of warranties, maintenance manuals, product specifications, PLC software for irrigation and any management plans
 - Copy of any building licenses (BA) and associated shop drawings
 - Copy of Structural Certifications
 - Electrical certification for lights, BBQ's, bore/ irrigation, etc.
 - Power dome number and location
 - Water meter number and location
 - Copy of the developers current License to Take Water
 - All irrigation information outlined in The City of Wanneroo Irrigation Specifications [Irrigation Specifications - City of Wanneroo](#) relating to bore drilling information, water quality testing etc.

Upon receipt of the above, the City's Landscape and Conservation Development Officer will undertake an internal audit to ensure compliance with the approval and either contact the developer and or their landscape consultant to request further information or schedule the PC meeting with the appropriate internal and external stakeholders.

- 7.2 During the inspection, the City of Wanneroo's representatives will:
- Confirm whether the City agrees that the site has been fully constructed in accordance with the approved drawings and is "fit for purpose" and safe for public use (so that there is no liability risk to the City).

- May request for a greenstock delivery note (or invoice) from the nurseries to assure the plant species installed aligned with the planting schedule within the approved drawings or approved plant substitutions.
 - Identify any defects or outstanding works that require rectification or completion.
- 7.3 Subsequently a Completion Inspection Report will be sent to the landscape consultant listing the defects, outstanding works and outstanding documents.
- 7.4 Defects and outstanding works are to be rectified as per the timeframe noted on the Completion Inspection Report.
- 7.5 For buildings or coastal engineering stairs for example, that have been constructed in Public Open Space or land that in the future will be managed by the City of Wanneroo, e.g. the Foreshore Reserve, As Constructed building data is to be provided in B-Spec in accordance with the A-Spec digital data specification.
- 7.6 The landscape consultant is to notify the City when the defects/outstanding works have been completed and all documents issued. The City will meet with the Landscape Architect on site to inspect the defects and completed works (defects inspection meeting).
- 7.7 Provided all defects/ outstanding work has been completed and all outstanding documents provided, the City will then issue a letter to the Landscape Architect and Developer, informing them that the City formally accepts that the works have been completed and the minimum two summer's maintenance period may commence.
- 7.8 If completion of an area is not possible, e.g. where the site abuts a future road that is dependent on future Civil works, then the incomplete works will need to be bonded. Please refer to the City's Subdivision Bond Application [Form 1 - Subdivision bond application - City of Wanneroo](#)
- 7.9 The Developer is to maintain the following for a minimum period of two years or as otherwise specified by the WAPC or The City of Wanneroo
- All POS areas
 - All streetscape, Road Reserve, verge, median and Pedestrian Access Ways under a City of Wanneroo approval
 - All drainage areas
- 7.10 The City may in some circumstances be able to backdate the Acknowledgement of Completion to the date of the Completion inspection, however this is not guaranteed as per the following considerations:
- If there are any softworks items outstanding as part of the defects, then backdating will not be possible as these assets are required to have a maintenance period that includes a minimum of 2 summers.
 - If the defects are not completed in a timely manner, or by the specified date on the Completion Inspection Report or email as agreed, then backdating will not be possible.

7.11 **Practical Completion Asset Recording Process**

Roles and responsibilities:

Activity	Responsible Party
1. Receive Asset information from the Developer as per Clause 7.1	Developer
2. Issue Letter of Completion to the Developer	Land Development team
3. Prepare and issue Practical Completion (PC) Asset Recording Memorandum to Internal Stakeholders including all files and documents listed in Clause 7.1. Memorandum to include financial valuation of assets for Finance.	Land Development team
4. Receive and confirm PC Asset Recording Memorandum and Asset Information (the combined set of data (graphical and non-graphical) and documents (drawings, manuals, plans, certificates, services accounts, etc.) required to support the management of assets over the life cycle).	Asset Planning team Parks and Conservation Management team
5. Record asset data into the City's Asset Management Information System.	Asset Planning team
6. Transferring utility accounts from the Developer to the City.	Assets Administration Maintenance Team

8. Maintenance Period

The developer is responsible for ensuring the approved landscape and irrigation design is implemented and established throughout the maintenance period.

The maintenance period (minimum two Summers or as otherwise specified by the WAPC approval/ City's Specifications for mature tree transplants or equivalent to 500L stock and above, Federal approval/ approved Management Plan) which commences with the City of Wanneroo's letter acknowledging that the works have been completed as per the WAPC conditions shall include the following, but not limited to:

- Implement pest control throughout the maintenance period in accordance with industry best practices;
- Apply industry standard practices for weed control during each scheduled maintenance visit, or as needed, to prevent weed infestation;
- Regular mowing of turf (minimum every 21 days), fertiliser and pest control treatments as required to maintain healthy and uniform weed free turf coverage void of bare areas;
- Replacement of dead and diseased plants and trees on an ongoing basis to achieve the required design outcomes of the approved plans;
- Monitor retained and mature transplanted trees and undertake required pruning or other works as per advice of qualified Arborist;
- Replenish the mulch across the entire area to maintain the original thickness as specified in the approved plan, or to the depth outlined in WD 13A and B

Specifications. Mulch must be properly keyed-in to all abutting hardstands and edges to prevent it spilling over;

- Structural and sightline pruning and planting and trees and shrubs as required;
- Tree tie maintenance (to ensure the tree is not strangled);
- Litter removal on an ongoing basis;
- Drainage basins to be maintained free of cement and other building debris;
- Maintaining all soft fall materials including top ups to maintain required depth and attenuation and cleaning to remove contaminants (manually and mechanical sifting);
- Maintenance of all hard-landscaping, structures, furniture, and all other assets installed;
- Maintenance of play/ exercise equipment in line with annual Playground Safety Audits;
- Maintenance of all timber and nature play items, such as oiling and filling gaps as appropriate at a minimum annual basis, and in line with the Manufacturer's recommendations;
- Maintenance of all irrigation infrastructure;
- Removal of any graffiti;
- The maintenance for active sporting POS is to be implemented in accordance with the City of Wanneroo Specifications for External Maintenance of Sporting Open Space; and
- Implementation of requirements of any relevant Environmental Management Plan, e.g. Wetland Management Plan/ Foreshore Management Plan/ Conservation Management Plan, etc.

- 8.1 As the City does not have the same access to groundwater that a developer does it is critical that appropriate use of establishment Groundwater Licence (GWL) and adequate irrigation weaning practices are implemented by developers and their consultants to ensure the City is inheriting a viable and sustainable asset at handover. When this does not occur, the vegetation fails resulting in a very poor outcome for the City's residents and community. The developer is responsible for ensuring the POS and streetscapes are established in accordance with the conditions of their GWL issued by DWER, the North West Corridor Water Supply Strategy [North-west corridor water supply strategy \(www.wa.gov.au\)](http://www.wa.gov.au) and the City's Specifications which permits the use of establishment irrigation for 2 years with a requirement to steadily decrease it over the 2 year period so the vegetation and trees have adequate time to adapt their root systems to be self-sufficient on rainfall alone by the 3rd summer.

The City requires developers, their consultants and maintenance contractors implement the following actions;

- Irrigation stations to all POS and streetscapes being used for the purpose of establishment that have received 2 years establishment irrigation is permanently turned off.
- Ensure that all POS and streetscapes that are within the 2-year establishment watering period are weaned so that they are being maintained with 0% allocation by the third summer and beyond until it is handed over to the City of Wanneroo

Prior to attending a pre-handover inspection, The City will require the developer to provide proof of appropriate weaning practices by requesting the below information at the end of the third summer's maintenance period up until pre-handover:

- Monthly meter readings
- Copy of the weaning schedule that was implemented demonstrating the garden beds and streetscapes have been reduced to 0% irrigation by the third summer

If the above is not provided and does not demonstrate appropriate weaning practices, the City may not accept handover of the site.

- 8.2 The City of Wanneroo's authorised representatives will conduct unscheduled site inspections to ensure the above maintenance regime is being conducted to the City of Wanneroo's satisfaction, however the responsibility rests with the developer to ensure all requirements are being met.
- 8.3 During the maintenance period the City of Wanneroo's Landscape and Conservation Development Officer may contact the developer or their consultant directly to address any queries or complaints received for investigation and action.
- 8.4 All garden beds must achieve a minimum of 80% plant coverage, with no dead or dying plants. If any garden area falls below this 80% threshold, infill planting will be required, and a new maintenance period will be mutually agreed upon by the City and the Developer, typically a period of two (2) years. If 80% or more plant coverage has been achieved, any gaps larger than 1.5m x 1.5m, where mature plants coverage is unlikely, will require infill planting. In such cases, further infill planting will be needed to cover the remaining 20% bare areas and will not trigger a new maintenance period.

9. Handover

- 9.1 The City of Wanneroo does not accept handovers from 1st November to 31st March as per LPP4.3. If necessary, the developer is to extend the maintenance period accordingly at their own cost.
- 9.2 The City of Wanneroo does not accept partial handovers i.e. all landscaping connected to the same bore must be handed over at the same time. This means that all areas connected to the same bore are to be maintained until two years after the last-constructed area is granted Practical Completion by the City.
- 9.3 The Developer (or Developers representative) is to contact the City of Wanneroo to arrange a Pre-handover Inspection (at least three months before the end of the maintenance period or at least three months before the anticipated handover date, whichever is earlier). The Landscape & Conservation Development Officer will schedule the pre handover inspection.
- 9.4 The Landscape & Conservation Development Officer will provide an irrigation inspection checklist to the developer or developers representative. The developer is to arrange for their irrigation maintenance officer to ensure all items on the checklist are compliant and complete, sign the form and send it back to the City at least 3 days prior to the pre inspection meeting.
- 9.5 Prior to the Pre-handover inspection, the developer must provide evidence that regular maintenance works have been carried out on-site, especially within the past six (6) months. The site condition must also meet the maintenance standards

outlined in Clause 8 of this document. If the site does not meet these standards, the Pre-handover Inspection may be postponed and rescheduled accordingly.

- 9.6 The following irrigation information is required prior to handover:
- Irrigation records showing evidence of weaning undertaken two years prior to handover, such as historic meter readings and station program run time data.
 - Water Analysis
 - Pump service history
- 9.7 At the Pre-handover Inspection, the City of Wanneroo's representatives will identify any items that require rectification by the Developer and send a confirmation email listing the defects. This may include updating the Ascon drawings to reflect any changes during the maintenance period.
- 9.8 Prior to handover, the Developer is to arrange for the transfer of the Licence to take Water in the City of Wanneroo's name. Note: there is no guarantee that the City will take Handover until the water licence is transferred to the City, therefore the Developer should ensure that this is applied for in advance
- 9.9 Groundwater Licence transfer process:
- The Developer shall confirm with the City the groundwater licence to which the water is to be transferred. The City reserves the right to nominate its preferred licence for the transfer.
 - The Developer is to transfer the Licence to Take Water issued by the Department of Water Environment and Regulation (DWER) to the City of Wanneroo's main water licence (not a new licence in the City's name). Note: A fee is payable by the developer to DWER to process the transfer.
 - Applications to be submitted electronically through the DWER Water Online portal (<https://online.water.wa.gov.au/>).
 - Prior to submitting the transfer, please contact the Landscape and Conservation Development Officer to ensure the correct details are being provided to the DWER and to sign the transfer form.
- 9.10 The amount of time between the Pre-Handover inspection and the Final Handover Inspection, i.e. the period of time to address all defects identified, shall be determined by the City of Wanneroo, in consultation with the Developer. Should this timeframe be exceeded and the defects are not rectified by the time of the Final Handover Inspection, then the handover process shall revert to the following April to repeat the Pre-Handover Inspection.
- 9.11 Supplementary or infill planting should occur between May and June. Based on site conditions and seasonal rain patterns, planting before 31 July may be acceptable, subject to prior agreement with the City. Planting in wetland sites will be considered separately.
- 9.12 Once the defects have been rectified to the City of Wanneroo's satisfaction, the City will arrange a Final Handover inspection, with the appropriate officers/stakeholders invited to attend
- 9.13 Prior to Handover, the land, in the case of POS or PAW, must be ceded to the Crown.
- 9.14 Prior to Handover, the Developer is to pay the final electricity account & water account and provide the City with the account number and meter number for each

water and power connection. The City will arrange for the transfer of the accounts with the billing period to commence from the date of Handover.

- 9.15 The City of Wanneroo will issue the Developer with a Handover Letter confirming that Handover has been accepted.
- 9.16 Should the developer choose to delay handover beyond the required maintenance period, the developer is to enter into an agreement with the City of Wanneroo.

10. Asset Handover Roles and Responsibilities

10.1 Asset Handover Roles

Asset Custodian - Asset Planning team (AP) accountable for the end-to-end life cycle management, asset identification and recording into the City's asset database, asset condition and risk reporting.

Asset Delivery - Land Development team (LD) responsible for:

- Procurement of assets from Developers to the City.
- Translating requirements from the City to the Developers and managing delivery outcomes.

Asset Operations and Maintenance – Parks and Conservation Management team (PCM) including Parks Technical, Parks Contracts and Trees & Conservation Maintenance service units, responsible for assisting the Land Development team in the process of Handover, service account transferring, as well as day-to-day operations and maintenance of assets once Handover has been achieved.

Asset Handover Memorandum - AHOM

10.2 Asset Handover Responsibilities

Activity	Responsible Party
1. Set up Pre-Handover inspection with the Developer and landscape consultant	LD
2. Attend Pre-Handover inspection	LD, PCM and the Developer and landscape consultant
3. Pick up of defects at the Pre-Handover inspection and create and issue a list of action items for rectification	LD to lead, with assistance from PCM . LD will issue photographs, corresponding map/s and defect items.
4. Action items to be rectified, including any updates on the Ascon drawings to reflect the current built environment.	Developer via the landscape consultant
5. Set up Final Handover Inspection with the Developer and landscape consultant after all issues have been rectified.	LD
6. Handover accepted	LD to lead, to be supported by PCM

7. Prepare Handover letter to landscape consultant (Cc the Developer) and Asset Handover Memorandum to internal stakeholders once Handover has been accepted, including any updated Ascon information.	LD
8. Receive and confirm any updated Ascon information received from the Developer.	AP and PCM
9. Transferring Groundwater licence from the Developer to the City.	PCM Administration

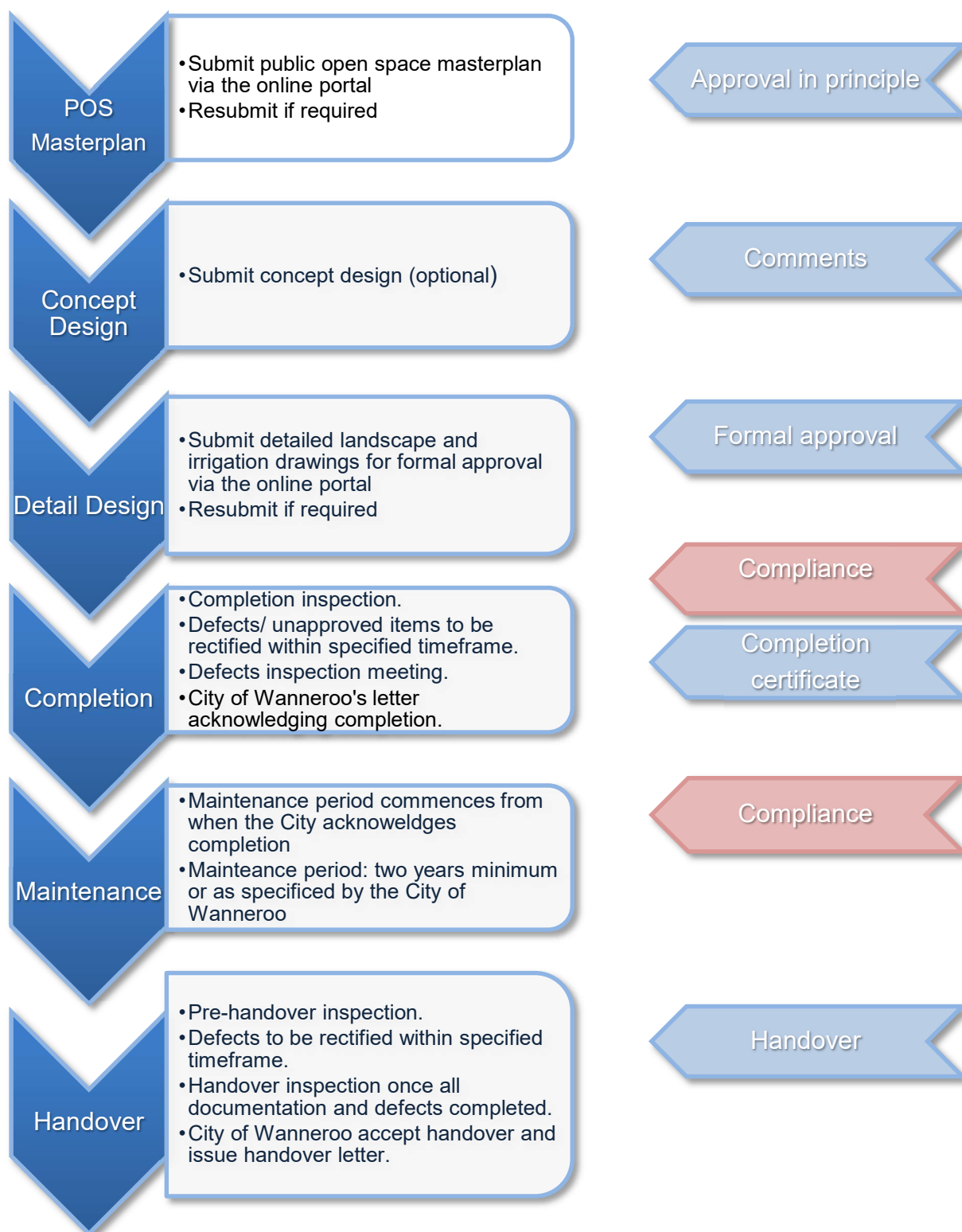


Figure 1 LANDSCAPE SUBMISSION PROCESS