



ABN 68 300 116 092

PLANNING APPLICATION FORM

Section 57 & 58

OFFICE USE ONLY

| | |
|--------------------------|----------------------------------|
| Application Number: DA / | Date: |
| PID: | Zone: Permitted or Discretionary |

DEVELOPMENT APPLICATION DETAILS

| | | | | | | |
|---|---|--|--|-----------------------------------|--|----------------------------------|
| Location/Address of Proposed Development: | | | | | | |
| Applicant Name: | | | | | | |
| Title Reference: | / | | | | | |
| Existing Development/Use: (describe the way the land is used now) | | | | | | |
| Development Type: | New dwelling <input type="checkbox"/> | Outbuilding <input type="checkbox"/> | Addition/extension <input type="checkbox"/> | Fencing <input type="checkbox"/> | Demolition <input type="checkbox"/> | Signage <input type="checkbox"/> |
| | Subdivision <input type="checkbox"/> | Change of use <input type="checkbox"/> | Other <input type="checkbox"/> | | | |
| Description/Use: | | | | | | |
| New floor area: | m ² | Total floor area: | m ² | New building height: | m | |
| Water Supply: | TasWater <input type="checkbox"/> | Tank <input type="checkbox"/> | Wastewater: | TasWater <input type="checkbox"/> | On-Site Wastewater System <input type="checkbox"/> | |
| Driveway/Vehicle Crossover: | Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Alteration Required <input type="checkbox"/> <i>Contact Council's engineering department for details on crossover construction</i> | | | | | |
| Does the application include Crown Land or access via a Crown Access License? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If 'yes', please provide Crown consent to lodge the planning application in accordance with section 52 (1B) of the Land Use Planning and Approvals Act 1993. | | | |

SUBDIVISION

N/A

| | |
|----------------|--------------------------------|
| Existing Lots: | Number of total lots proposed: |
|----------------|--------------------------------|

COMMERCIAL/INDUSTRIAL

N/A

| | | | | |
|---|------------------------------|------------------------------|--|--|
| Existing business and/or proposed business description: | | | | |
| Hours of Operation: | Weekdays (Mon – Fri) | | To | |
| | Saturday | | To | |
| | Sunday | | To | |
| Signage: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If 'yes', please provide details with application. | |
| Existing no. of employees: | | No. of employees (proposed): | | |
| Parking spaces (existing) | | Parking spaces (proposed) | | |

APPLICANT CONTACT DETAILS

| | | | | |
|------------------------|-----------------------|--|----------------|--|
| Applicant Name: | | | | |
| Postal Address: | | | | |
| Email Address: | | | | |
| Contact Phone: | Business/Home: | | Mobile: | |

Note: Full name(s) of person(s) or company making the application and postal address for correspondence.

OWNER CONTACT DETAILS (as per property title)

As Above

| | | | |
|------------------------|--|--|--|
| Owner Name: | | | |
| Postal Address: | | | |
| Email Address: | | | |

SUPPORTING INFORMATION

| | | | |
|--|------------------------------|-----------------------------|---|
| Estimated construction costs: | \$ | | <i>Includes total cost of building works inclusive of GST</i> |
| Is the property on the Tasmanian Heritage Register? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <i>(if yes, we recommend you discuss your proposal with Heritage Tasmania prior to lodgement)</i> |
| Have you had a pre-lodgement meeting with a Town Planner or submitted a building enquiry? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Has the work already been undertaken? Yes <input type="checkbox"/> No <input type="checkbox"/> |

CORRESPONDENCE

| | | | |
|---|--|-------------------------------|--|
| Preferred Contact Method: | Email <input type="checkbox"/> | Post <input type="checkbox"/> | <i>including for requests for information, permits and notification of decisions in accordance with sections 57(7) & 58(3) of the Land Use Planning and Approvals Act 1993</i> |
| <small>Please note: if you do not select a box Council will use email as the primary method of contact.</small> | | | |
| Where would you like the invoice to be sent? | The Applicant <input type="checkbox"/> | | Property Owner <input type="checkbox"/> |
| <small>Please note: if you do not select a box Council will use the applicant email.</small> | | | |

CHECKLIST

| | | |
|------------------------------|---|--------------------------|
| Information required: | Completed Application form | <input type="checkbox"/> |
| | Current copy of the property title, including the: <ul style="list-style-type: none"> - Folio text & plan - Schedule of easements (if applicable) | <input type="checkbox"/> |
| | Commercial operations. <ul style="list-style-type: none"> - Full description of use - Parking details - Signage details - Employee numbers - Details of machinery/plant/equipment - Hours of operation | <input type="checkbox"/> |
| | Site Plan, showing: <ul style="list-style-type: none"> - All title boundaries - Location of buildings and structure (both existing and proposed) - Setbacks from all boundaries - Native vegetation to be removed - Onsite services, connections and drainage details (including sewer, water and stormwater) - Cut and/or Fill - Car parking and access details (including construction material of all trafficable areas) - Any proposed fencing or signage details | <input type="checkbox"/> |
| | Elevations, showing: <ul style="list-style-type: none"> - Height of the structure - Locations of windows and doors - Any screening | <input type="checkbox"/> |
| | Relevant reports by a suitably qualified person, some possible inclusions are: <ul style="list-style-type: none"> - Landslip Risk Assessment - Agricultural Assessment - Bushfire Report - Traffic Impact Assessment - Flora & Fauna Report | <input type="checkbox"/> |
| | Crown consent (if the proposal utilises or proposes works within crown land, including if access is obtained via a crown 'road reserve') | <input type="checkbox"/> |

Please note, planning assessments are specific to the application submitted, sufficient detail must be provided so that any permit issued reflects what you actually want to do.

APPLICANT DECLARATION

I hereby declare that;

- I have read and understood the questions in this application and the answers given are true and correct.
- I am liable for the payment of Council's application fees, even in the event of the application not proceeding.
- I acknowledge that section 57 of *the Land Use Planning Approvals Act 1993* may require that the information submitted in this application be made accessible to the public and may be reproduced for representatives, referral authorities, Council meeting agendas and any other persons/bodies interested in this proposal.
- I consent to the entry of the land by an authorised officer including councillors in accordance with section 65J (1) (a) for any purpose connected with the administration and enforcement of the *Land Use Planning and Approvals Act 1993* and assessment of this application.
- Where the applicant is not the owner, I (the applicant) have either;
 - a) Notified the owner about the application (for private land)
 - b) Attached owners consent (Crown and Council land)

PLEASE NOTE: OWNERS CONSENT

Written consent and signature as per below of the owner is required before the application can be lodged as follows:

- for Crown land seek consent from the relevant minister
- for Council land seek consent from the General Manager or their delegates

| | <i>Name</i> | <i>Signed</i> | <i>Date</i> |
|---|-------------|---------------|-------------|
| Applicant/Owner: | | | |
| Crown Land or Council consent (if required) | | | |

| | | | |
|--------------------------|----|-------------|-----|
| Planning Application Fee | \$ | Total Fees | \$ |
| Advertising Fee | \$ | Receipt No. | |
| | | Date | / / |
| | | Initials | |

Privacy Statement

Personal information is managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates, on request to George Town Council.

Information can be used for other purposes permitted by the *Local Government Act 1993* and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of George Town Council, in accordance with the Council's Personal Information Protection Policy.

PLANNING PROCESS

Lodgement

- Your application will be assessed to ensure all initial documentation has been provided with your application. Council will contact you if further information is required.
- Council's Development Services team will then lodge the application and send you the invoice to pay. Once it is paid, the application will be allocated to a Town Planner for assessment.
- Council has 42 days to process 'discretionary' and 28 days to process a 'permitted' planning application.

Preliminary assessment

- We will refer your application to other Council employees and external stakeholders, including, but not limited to: Council's Infrastructure Department and/or Environmental Health Officer, TasWater, TasNetworks, Tasmanian Heritage Council, State Growth and Tasmanian Gas Pipeline.
- Once these stakeholders have provided feedback of your proposal, we will determine whether further information is required to advertise and/or assess your development.
- If Council need more information, we will let you know in a timely manner. Planning officers have up to 21 calendar days to request further information for discretionary planning applications and up to 14 calendar days for permitted planning applications.
- The application will be held in abeyance until information that satisfies the request is submitted to Council.

Advertising period

- Your application may require advertising depending on whether it is 'permitted' or 'discretionary', in accordance with the requirements of the *Land Use Planning and Approvals Act 1993 (LUPAA)*. Members of the public have from the date of advertisement until cessation of the advertising period to lodge a representation with Council. This must be done in writing and should state the reasons why they support or object to the application.
- Discretionary planning applications are advertised and are available to be viewed within the advertising period on the George Town Council website and at Council's office.

Detailed assessment

- The time the assessment takes varies depending on the size and complexity of the project.
- An assessment against the provisions of planning scheme must be conducted and a recommendation is made as to whether the application is to be approved or refused and whether the conditions are to be placed on the permit.
- Planners consider both internal, and external referrals representations made by members of the public, either for or against the proposal and compliance with the standards and objectives of the planning scheme.

Council meeting

- Planning applications may need to be presented to the Councillors, who act as the Planning Authority, for determination at a Council meeting.
- Planning applications need to be presented to the Councillors if representations have been received during the advertising period, or if the Town Planner's recommendation is for refusal.
- An extension of time may need to be requested in order to present an application to the Councillors if a meeting does not fall within the statutory timeframe of 42 days.
- For full Council meeting details, dates and agendas, visit the Council Meetings webpage.

Decision

- Council will issue a notice of our decision to approve or refuse the application and if applicable, provide the applicant with a permit within 7 days of the decision.