

Checklist – Building and Plumbing Applications

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided the following at the time of lodging the application.

The below check list explains what sections and forms you as the applicant are responsible for completing, and which sections and forms need to be completed by your chosen professionals.

If you are unclear on any aspect of your application, please contact Flinders Council by phone (03) 6359 5001 or by email at development.services@flinders.tas.gov.au to discuss or arrange an appointment concerning your proposal.

Applicant to complete:

Documentation	Applicant Check	Office-only Check
A completed Owner/Builder Declaration (Form 40) <i>if required</i> . Please refer to http://everythingbuilding.com.au/ for more information on Owner Builder requirements.	<input type="checkbox"/>	<input type="checkbox"/>
A completed Application for Building Permit (Form 2)	<input type="checkbox"/>	<input type="checkbox"/>
A completed Application for Plumbing Permit (Form 3)	<input type="checkbox"/>	<input type="checkbox"/>
A completed Application for Special Plumbing Permit (Form 3A) <i>if required</i> – please see our website for more information.	<input type="checkbox"/>	<input type="checkbox"/>
A current copy of the Certificate of Title for all lots involved in the proposal. The title details must include the folio text and folio plan.	<input type="checkbox"/>	<input type="checkbox"/>
TasWater Exemption Form (Or Certificate of Certifiable Works)	<input type="checkbox"/>	<input type="checkbox"/>

Building Designer to complete:

Documentation	Applicant Check	Office-only Check
Building designer plans (No larger than A3) Floor plan and elevations Ensure footing design reflects that which is to be built Front page to have BAL level/reference Accreditation number and owner details on all pages	<input type="checkbox"/>	<input type="checkbox"/>
Accredited site plan in accordance with Development Application. <i>Please note: If application is for a shed, the onsite wastewater location must be shown on the site plan.</i>	<input type="checkbox"/>	<input type="checkbox"/>
A completed Form 35A	<input type="checkbox"/>	<input type="checkbox"/> Accreditation check Date _/ _/ _ Acc no. _____
A completed Form 35B (Form to be completed by Plumbing Designer or Building Designer)	<input type="checkbox"/>	<input type="checkbox"/>

Engineer to complete:

Documentation	Applicant Check	Office-only Check
A completed Form 55 – Site and Soil Test and Structural Design <i>(if engineering plans submitted)</i>	<input type="checkbox"/>	<input type="checkbox"/> Accreditation check
		Date _/_/_ Acc no. _____

Special Plumbing Designer to complete:

Documentation	Applicant Check	Office-only Check
A completed Form 59 - Wastewater <i>(If required)</i>	<input type="checkbox"/>	<input type="checkbox"/> Accreditation check
		Date _/_/_ Acc no. _____

How to lodge your application:**Mail to**

Development Services
Flinders Council
5 Davies Street, Whitemark TAS 7255

Contact

Phone: 6359 5001
Fax: 6359 2211
Email: development.services@flinders.tas.gov.au

In Person

Flinders Council Office
5 Davies Street, Whitemark TAS 7255

Flinders Council recommends that applications be lodged by email at development.services@flinders.tas.gov.au or alternatively by hand to front office. For information on application fees please contact Flinders Council by phone on (03) 6359 5001