



# **DEVELOPMENT APPLICATION (DA) GUIDE**

**How to Apply for Planning Approval**

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## **ABOUT THE DA GUIDE**

The following is a guide to help you prepare plans and other supporting documents for your development application. This will help you provide all the required information to support your development application so we can assess your application in a timely manner.

## **HOW TO FIND OUT MORE**

We recommend that you discuss your development proposal with one of Councils Development Services Staff before submitting a development application or consider using a suitable design professional.

## **DO I NEED TO MAKE AN APPLICATION?**

Most types of development require a development application. However, there are some exemptions. **Please read the George Town Interim Planning Scheme's Exemption list to determine if you need planning approval, if in doubt contact Council staff on 03 6382 8800. The exemption list can be found under section 5 of the planning scheme.**

Types of development that need a development application include:

- New buildings
- Alterations and additions to existing buildings
- Most types of change of use of existing buildings or premises
- Intensification of an approved use
- Subdivision of land
- Vegetation removal (unless exempt)

## **HOW LONG DOES COUNCIL TAKE TO ASSESS AN APPLICATION?**

Assuming Council has all relevant information when the application is submitted, Council has:

- 42 days to assess a discretionary application (includes 2 week advertising period)
- 28 days to assess a permitted application.

The clock starts ticking when Council deems the application to be a valid application. This includes payment of all relevant fees. If, after assessment has commenced, Council requires more information, the Clock will be stopped. Once the requested information is provided to Council, the clock will restart.

## **THINGS TO CONSIDER**

### **Environmentally Responsible Development**

You may need to consider an application for a Special Plumbing Permit if your development requires alternate waste water disposal methods such as: AWTS - SEPTIC – COMPOSTING.

You may need to consider solar orientation, energy efficiency, existing trees and vegetation, flooding, drainage, bushfire protection, soil conditions and stability, slope, aspect, noise sources, utility and waste services, wetlands and waterways, threatened/endangered flora and fauna species.

### **Compatibility with Adjoining Development**

You may need to consider overshadowing, noise, odour, privacy, heritage significance, vehicle access and parking. Always consider consulting with neighbours about your development application.

## HOW DO I MAKE A DEVELOPMENT APPLICATION?

To make a development application, follow these steps

**Step 1:** Ensure the application complies with the George Town Interim Planning Scheme 2013. If the DA is discretionary (requires advertising), ensure that the application contains adequate information to address the performance criteria. E.g. Shadow diagrams, soil and water management plan. If you have questions about what might be required, please contact Councils Planning Department.

**Step 2:** Complete the Development Application Form

**Step 3:** Submit a complete copy of the Certificate of Title including, Title Plan & Schedule of Easements

**Step 4:** Two copies of a scaled site plan (no larger than A3) showing everything that is existing on the property and what you propose to build. If the application requires a building permit, these plans must be done by a Tasmanian Accredited Designer. All plans must be completed to a professional standard. If unsure, check with Councils Planning Department.

**Step 5:** Two sets of plans (no larger than A3) showing elevations, shadow diagrams (if required), floor plan and aspects. If the application requires a building permit, these plans must be done by a Tasmanian Accredited Designer. All plans must be completed to a professional standard. If unsure, check with Councils Planning Department.

**Step 6:** Submitting your application and payment of fees

### STEP 1:

#### **Addressing the George Town Interim Planning Scheme 2013**

Finding out about the Council's requirements is the first step in planning your application. You need to know which Zone applies to your application and what Codes apply. Our Development Staff can answer most queries; however, you can make an appointment to discuss your application with a Planning Officer.

The Planning Scheme is performance based and the onus is on you the Applicant to demonstrate compliance with Scheme Standards, firstly by addressing the **Zone** standards and then by addressing the **Codes** that are **applicable** to your development.

The Planning Scheme is divided into two columns of information: **Acceptable Solutions** and **Performance Criteria**. The aim is to get your development to meet all the Acceptable Solutions that are applicable and show evidence of this, either on the plans or in writing. If your development is unable to meet a particular Acceptable Solution Clause from the left hand column, you simply move across to the right hand column and address the Performance Criteria.

The aim is to get your development proposal to meet all the Acceptable Solutions that are relevant. By meeting the relevant acceptable solutions, your application will be assessed as either a 'No Permit Required' Use, or a Permitted Use (Section 58, LUPAA). By submitting a Permitted Use Application you will save time and money.

If the application relies on even one (1) of the Performance Criteria then the application will be treated as a Discretionary Use Application by Council. Under Section 57 (LUPAA) this application is then advertised for fourteen days, by way of letter to adjoining property owners, site notice and advertisement in the Local Government section of the Examiner Newspaper.

If you have any queries please contact Development Service Staff on 6382 8800.

## **STEP 2:**

### **Complete the Development Application Form**

Many applications are submitted by the owner; therefore the owner is the applicant as well. In the case of another applying on the owner's behalf, the relevant sections must be signed.

The applicant will receive all Council correspondence, including permits when issued, and in the case of the application being advertised the applicants name will be advertised on behalf of the owner.

## **STEP 3:**

### **Submit a complete copy of the Certificate of Title including, Title Plan & Schedule of Easements**

Copies can be obtained from Service Tasmania Offices or online from [www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)

## **STEP 4:**

**Two copies of a scaled site plan (no larger than A3) showing everything that exists on the property and what you propose to build. These plans must be drawn by a Tasmanian Accredited Building Designer if the proposed development requires a Building Permit. Plans are to be at a scale that shows sufficient details to allow assessment against scheme standards, and setting out accurate descriptions of the following:**

- North point
- The existing and proposed use(s) on the development site
- The boundaries and dimensions of the site
- Contours for sloping sites and major features
- Natural drainage lines, water courses and wetlands on or adjacent to the site
- Existing vegetation
- Trees and vegetation to be removed
- Landscaping, garden beds, trees and shrubbery
- Vehicle access to the development site
- The location of existing and proposed buildings on the development site with setback to boundaries indicated
- Location of existing adjoining properties, adjacent buildings and their uses
- Proposed roads, driveways, car parking areas within the development site
- Proposed private open space

- Main service connection points and easements
- Water tanks, including onsite detention/disposal of storm water (if applicable)
- Onsite waste water treatment where applicable (Special Plumbing Permit required - AWTS / SEPTIC / COMPOSTING)

### **STEP 5:**

**Two sets of plans (no larger than A3) showing elevations, shadow diagram (where applicable), floor plans, aspects etc. These plans must be drawn by a Tasmanian Accredited Building Designer if the proposed development requires a Building Permit.**

### **STEP 6:**

#### **SUBMITTING YOUR APPLICATION**

Check list:

- Adequate information to address the relevant Zone criteria and applicable Codes
- Completed George Town Council Development Application Form
- Completed TasWater Application Form
- Certificate of Title including, Title Plan and Schedule of Easements
- Three copies of a scaled site plan (no larger than A3 & drawn by a Tasmanian Accredited Building Designer if the proposed development requires a Building Permit).
- Three sets of plans (no larger than A3 & drawn by a Tasmanian Accredited Building Designer if the proposed development requires a Building Permit) showing elevations, shadow diagram, floor plan and aspects

Council will calculate fees applicable upon submission of your application. Please note Under Section 86 1(LUPAA), Council is not required to and will not take any action unless the payment of fees in respect of the lodging of that application have been complied with.

### **Note:**

#### **BUILDING PERMIT AND PLUMBING PERMIT**

Most Building work requires a Building Permit and your proposed development may also require a Plumbing Permit. Council staff can provide further advice on your specific project. Please note applications for most building and plumbing works need planning approval first.

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