

## APPLICATION FOR PLANNING PERMIT UNDER THE LAND USE PLANNING AND APPROVALS ACT 1993

ALL APPLICATIONS CAN BE SUBMITTED FOR LODGEMENT ELECTRONICALLY IN PDF FORMAT  
EMAIL TO [HVC@HUONVALLEY.TAS.GOV.AU](mailto:HVC@HUONVALLEY.TAS.GOV.AU) OR BY HARD COPY

<b>Application Type</b> (please circle)	Development	Change of Use	Subdivision or boundary adjustment	Planning Scheme Amendment
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<b>Proposal</b>				
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<b>Location</b>	Address	Suburb or Town	Postcode
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<b>Owner</b>			
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<b>Applicant</b>	Name	Phone
	Address	Mobile
	Suburb or Town	Postcode
	Email	Fax

<b>Current use of Site</b>	Estimate cost of proposal	Exist. floor area	m <sup>2</sup>
		Proposed floor area	M <sup>2</sup>

<b>Does the proposal involve land administered or owned by the Crown or Council?</b> <small>If yes, Crown / General Manager consent is required below together with separate written permission for the making of this application</small>	Yes / No
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<b>Crown / General Manager Signature</b>	Date
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I consent to information being given by means of an electronic communication to the nominated email address above in accordance with the Electronic Transactions Act 2000 and acknowledge that information will only be provided in electronic form unless I formally request otherwise.

### Personal Information Protection Statement

The personal information requested on this form is being collected by the Council for the purpose of processing applications under the Land Use Planning and Approvals Act 1993 and will be used for that primary purpose or directly related purposes.

The intended recipients of the information are Council officers, data service providers engaged by Council from time to time, any other agent or contractor of Council and State Government Departments to which the application may be referred to for their comment and advice. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it.

Failure to provide this information will result in your application not being able to be processed.

Personal information will be managed in accordance with the Personal Information Protection Act 2004 and you may make application for access or amendment to your information in writing to the General Manager, PO Box 210, Huonville 7109. You may be charged a fee for this service.

### Declaration

- I have read the Certificate of Title and Schedule of Easements for the land and are satisfied that this application is not prevented by any restrictions, easements or covenants.
- I authorise the Council for the purposes of assessment or public consultation to copy documents relating to this application and to provide copies as required to referral agencies. I confirm that I am the copyright owner or have the authority to sign on behalf of any other person with copyright for documents relating to this application.
- I acknowledge that if this planning application is discretionary that the proposal plans and any written statement included with this application will be made available for inspection on the Council's website and in the Council offices.
- I acknowledge that Council officers may have to enter the land to assess this application.
- I declare that in accordance with Section 52 of the *Land Use Planning and Approvals Act 1993* that if I am not the owner of all land involved in this application that I have notified the owner of my intention to make this application.
- If this application is for a planning scheme amendment, I declare that the consent of all affected owners has been obtained and is included.
- I declare that the above information is true and correct.

<b>Applicant's Signature</b>	Date
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**PLEASE SEE CHECKLIST OVER PAGE**

# APPLICATION CHECKLIST

To ensure that your application can be processed as quickly as possible it is necessary to provide all relevant information. Council has published an [suite of information sheets](#) on its website which is also available at Council offices which provides further information on the following.

Read the following checklist carefully and ensure that you have provided all necessary information. If you require further advice please contact Council's Customer Service Officers on (03) 6264 0345.

## All Development proposals require the following information to be provided at the time of submitting the application.

- A completed application form.
- The application fees (please see <http://www.huonvalley.tas.gov.au>)
- A current copy of the Certificate of Title to the land containing the Search Page, Plan, Sealed Plan or Diagram, any Schedule of Easements, any Part 5 Agreement or other restrictions for the land.
- Two (2) copies of fully dimensioned plans at an appropriate scale (i.e., 1:100 or 1:200) which includes a north point. Where relevant, these plans should show:
  - A site plan showing the location and dimensions of all existing/proposed buildings, their uses and setback to boundaries and existing/proposed vehicular access.
  - Dimensioned floor plans and elevations, including maximum height
  - External colours and finishes of all proposed buildings.
  - Lot dimensions and contours (related to Australian Height Datum where possible)
  - Finished surface, floor and roof levels
  - The dimension and layout of all car parking spaces
  - Existing trees, nominating those to be removed and those to be retained
  - Extent of any site works (cut, fill and method of retaining)
  - A drainage plan showing the proposed storm water network including downpipes, pipe work, any pits and/or grates, absorption trenches and water tanks and the tank overflows. The plan is to show the drainage to the property boundary if it is not to be contained on-site.
- A written submission supporting the proposal and justifying any variations required to the provisions of the relevant planning scheme.

- All commercial applications require the following minimal information:
  - Number of staff
  - Operating hours
  - Type and location of equipment to be used
  - Waste production and disposal
  - Signage, including location, elevations, illumination and colour
  - Truck movements and loading/unloading requirements

## In addition to the above some applications may require the following:

- A Bushfire Hazard Management Plan.
- A statement/report from a suitably qualified person on the risk of land instability, including recommendations to minimise and manage risk.
- A site and soil evaluation and system design for onsite wastewater management.
- A survey of flora and fauna including an assessment of their importance, the impact of the proposal and management recommendations.
- A landscaping plan.
- A soil and water management plan (SWMP).
- A heritage impact statement.
- A survey of aboriginal relics and impact statement.
- A traffic impact assessment.
- Photographic montages and/or streetscape elevations.
- An assessment of flood risk.
- Shadow diagrams where development may overshadowing adjoining properties.
- A land capability assessment.

**APPLICATIONS THAT DO NOT CONTAIN NECESSARY AND RELEVANT INFORMATION MAY NOT BE ACCEPTED. COUNCIL MAY REQUEST ADDITIONAL INFORMATION IF THAT SUBMITTED IS INADEQUATE AND THIS WILL DELAY THE ASSESSMENT OF YOUR APPLICATION.**