

Planning Permit Application Form

Have you had a pre-application meeting? Please Indicate: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please indicate the name/s of the Planning Officer/s you spoke to:
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Please print

APPLICANT: Who is making the application?

Title Given Name/s

Surname/s

Business / Company

Unit/Street No Street

Suburb State Postcode

Postal Address (if different from street address)

Suburb State Postcode

Phone H B M

Email

THE LAND: Detail address and title particulars of the land and attach a sketch plan

Unit/Street No Street

Suburb

Volume Folio

THE PROPOSAL: What use, development or other matter is the permit required for?

Describe the way the land is used now

How to apply for a Planning Permit

Applications need to include the information required by the Planning Authority. This Application for a Planning Permit is provided to assist applicants. It is important that you give full details of your proposal and attach as many supporting documents as possible. If you don't provide enough detail we will need to ask you for more information and this will delay your application.

The Applicant

Please give your full name or the name of the company, postal address and your contact phone number. Please ensure all applicable fields are completed.

The Land

Please give the street number, street name, town and postcode, and the lot number and lodged plan number or other Title particulars. If you attach a plan, include:

- the boundaries of the land and their measurements;
- the street it faces, the nearest intersecting street, the distance from this street and the name of all the streets on the plan; and
- the direction of north and the scale of the plan.

The Proposal

Describe in plain English what you want to do with the land. This will be used in any notice about the application. Attach additional information if there is insufficient room. Attach a plan to show details of the proposed development. Briefly describe the current use of the land and any buildings.

The Cost of the Development

If a permit is required to develop land, you need to give the estimated cost of the development. This is used to assess the amount of any fee you may have to pay. Development here refers to the buildings and works you intend to construct on the land. If no buildings or works are proposed and you only intend to change the use of an existing building or the land, the word 'nil' should be written in this square. The Planning Authority will let you know the fee you are required to pay.

The Owner

Complete sections B and C if the applicant is not the owner.

Have you:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Answered all the questions? |
| <input type="checkbox"/> | Included payment to cover the application fee, if required? |
| <input type="checkbox"/> | Attached all the maps, plans, photographs and other documents? |
| <input type="checkbox"/> | Included a list of all the documents? |

The Planning Authority will tell you how many copies of each document it needs.

Please note it is against the law to give false or misleading information. You may receive a heavy fine and your permit may be cancelled.

To lodge your completed application form:

IN PERSON:
Customer Service Centre
Town Hall
St John Street
Launceston

BY POST:
The Planning Authority:
Launceston City Council
PO BOX 396
LAUNCESTON TAS 7250

ANY QUESTIONS?
**Call the Planning Authority
on 6323 3000**

Office Use Only

<input type="checkbox"/> Permitted		<input type="checkbox"/> Discretionary	
Application #		Date Received	
Amount \$		Fee Received <input type="checkbox"/>	
Officer:			

The Cost of the development

Please state the estimated cost of the proposed development.

(You may be required to verify this estimate)

\$

THE OWNER: Owner's name and address

Title Given Name/s

Surname/s

Unit/Street No Street

Suburb State Postcode

Postal Address (if different from street address)

Suburb State Postcode

Phone H B M

Email

THE APPLICANT: Is the applicant the owner?

- YES** please complete sections A and C
- NO** please complete sections B and C

Section A: Owner's verification

I am the owner of the land. I have seen this application.

Owner's Signature _____

Date / / _____

Section B: Applicant's verification

I/We the Applicant declare that I/We have notified the owner about this application.

Applicant Signature _____

Date / / _____

Section C: Declaration (to be completed for all applications)

I declare that all information I have given is true:

Applicant's Signature _____

Date / / _____

Planning Permit Privacy Statement

Council is collecting the information on this form so that it may consider your application in accordance with Division 2 of the Land use and Planning Approvals Act 1993 (the Act). If you fail to provide all the information required, your application may not be processed.

If you are unsure about the information you need to provide, please contact Council on (03) 6323 3000.

Council is required to make a copy of this application available for any person to inspect in accordance with Section 57 of the Act.

Please note that any information, reports and plans submitted with an application are treated as public documents by Council and may be reproduced for representors, referral authorities and any other persons/bodies interested in the proposal.

Please be advised that Council officers and Aldermen may be visiting your site with or without prior notice as part of the assessment and determination process.

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to City of Launceston.
2.	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 City of Launceston, in accordance with the Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

File No.					
EO		OD		Box	
Doc. No.					
Action Officer			Date Received		