

Planning Application Checklist

Planning is a system of regulations that guide all use and development in the Launceston Municipality. The regulation is contained in the Interim Launceston Interim Planning Scheme 2015. It controls the type of location of developments and what standards to achieve.

Council requires the following to assess a Planning Application

- **Completed Application Form** - All relevant sections filled in and Signed by land owner and applicant.
- **Certificate of Title** – Including title page, survey plan and schedule of easements, Titles are available from Service Tasmania.
- **Site Plans** – One copy of plans are required, the site plan must show:
 - The title boundaries;
 - Adjoining street/s, north point, contours, or indication of the slope of the land;
 - Location of all existing buildings, fences, driveways and crossovers;
 - The location of buildings on adjoining titles proposed development (show windows and doors), private and public easements;
 - Vegetation and trees to be removed;
 - Please put marked dimension on site plans to show distances of buildings from boundaries;
- **Cover Letter** – Provide a written description of what is proposed and how the proposal relates to the planning scheme provisions.
- **Fees** – Please speak to a Planning Officer to gain this information.

New Buildings and Additions

Developments can impact on the neighbouring properties and so to assess what impact, if any. Council will require a full set of plans in addition to a site plan as follows:

- **Floor Plans** – Show internal layout and what each room will be used for. Show location of windows, doors and dimensions.
- **Elevation Plans** – Shows all side elevations of the new work, include details of the exterior finish and colour. Show existing and proposed ground lines, windows, doors and other features should also be shown.
- **Earthworks** – Details of cut and fill if proposed including long and cross sections, heights, levels and locations of retaining walls.
- **Drainage Plan** – In Urban areas; Show the location of public and private pipes and where you will connect to the sewer and stormwater. *Detailed Survey Print out – Available from Customer Service Centre at Town Hall*
- **If Toilets are proposed** – In rural areas you will require a Special Connection permit on which you will be required to provide details of how you will dispose of effluent on site, show where your stormwater will go. For further information contact the Environmental Services Department on 6323 3000.

- **Building Permit** – A building permit may be required. We recommend that you consult with a building surveyor prior to finalising your proposal.
- **Is there any Waterway, creek on or the property?** Show the location on the site plan.

Multiple Dwellings

Multiple dwellings allow for a higher density and more diverse style of housing with a higher development standard expected. In addition to the above requirements, the following information is required:

Landscaping Plan - This plan can be included on the site plan. Show proposed private open space area (indicate land area) for each dwelling, fences, paved areas, garden beds (nominate species used) and lawn etc.

Car Parking Plan - This plan can be included on the site plan.

Business – Retails, Commercial and Industrial - development and change of use

Businesses provide a substantial contribution to the local economy and society through the products and services they provide, however some businesses have greater impacts on the immediate environment than others and so to assess the suitability of your business for the site the Council requires the following information:

Details of the Business Operations – Number of employees, working hours, main business operations, likely number of truck deliveries per week and a list of equipment used.

Emissions – Details of any waste material or emissions created by the business (e.g. Noise) and details or how you propose to reduce the impact on the locality.

Floor Plan – Show internal layout and proposed use for each room.

Car Parking Plan – This plan can be included on the site plan. Show the number of spaces, vehicles turn around access. Include details on surface finish. *Refer to section 2 Australian Standard 2890.1 2004 for car parking dimensions it can be viewed in the reference section of the Public Library.*

Landscaping Plan – This plan can be included on the site plan. Show fences, paved areas, garden beds (nominate species used), lawn etc.

Business Service Food – Floor plan – scaled 1:100 of the kitchen layout that shows counters, sinks and stoves etc. Elevations Plans – scaled 1:100 shows side elevations of the kitchen including height of benches and wall, counter and floor finishes. For further information contact the Environmental Services Department on 6323 3000.

Note: A Building Permit may be required. Contact the Building Department on 6323 3000.

Signs

Site Plan – Show location of the sign of the property including setbacks from closest boundaries.

Elevation Plans – Show length, height and width of sign, height above footpath, projection into road reserve, location on the building and how it is attached to the building. If illuminated indicate below.

Streetscape Setting – Show sign in the context of its surrounding (photo montage acceptable).

Subdivisions

Site Plan – Show new boundaries (including dimensions), land area, access point/s to Council roads, location of underground services, connection sites, details of covenants proposed to be applied to the lots etc.

For large subdivisions or subdivisions with significant trees/vegetation on site plan – Include Arboriculture Report. For further information contact the Parks and Recreation Department on 6323 3000.

Fire Management Plan – Refer to Environmental Impact section for details.

Is the property on unstable land or on a steep slope? – Provide Geotechnical report. See Mineral Resources Maps at Council's Customer Service Department or contact Mineral Resources Tasmania 6233 8377.

Is the property located in a bushland setting or Rural Area? – Provide Fire Hazard Assessment Report, contact Tasmanian Fire Service on 1800 000 699.

Contaminated Land – Please contact the Planning Department on 6323 3000.

Vegetation and Threatened Species

Trees and shrubs not only provide a habitat for native and other wildlife to live but also contribute to the pleasantness of our urban areas. This vegetation can be impacted on by developments and so if these features are to be retained careful management is required. Council will require further information if you reply yes to any of the following questions;

Will the development involve the removal of trees? (*Properties in Scenic Protection, Area of Regional Significance and/or Heritage Listed.*)

Provide written reasons for why the trees need to be removed, show details of the tree/s including heights, species, location on the block and condition, provide a Arborists Report.

Note: You may require a forest Practices Plan, contact for more information 6233 7966.

Do you have trees on the property or adjoining the property that may be affected by the development?

If so, show vegetation on the plans and indicate species present. Provide management plan for how the trees will be protected from damage during and after construction of the development.

Is there or is it likely that there are Threatened species?

If so, provide a Threatened Species Report and contact the Threatened Species Unit on 6233 8759.

For further information contact the Parks and Recreation Department on 6323 3000.

Notes

If you need assistance with your application Council provides a Duty Planner who would be happy to assist, no appointment is necessary just call into our Customer Service Centre between 10.00am – 5.00pm.

If you require assistance with your application outside of these times then Planning and Building staff would be happy to meet with you in an appointment you can make by calling 6323 3000 Council staff may require 24 hours notice to meet with you so please keep this in mind.