

# Planning Permit Development Application Form

## Application Lodgement Checklist

- ☐ Complete all the relevant lodgement questions
- ☐ Include plans all supporting documents
- ☐ Include a copy of the Certificate of Title for the subject site (folio text, folio plan and any schedule of easements)
- ☐ Where an application relies on performance criteria in the Tasmanian Planning Scheme - Launceston, include a written statement demonstrating compliance with these standards

## Application

**THE LAND:** Address and title information for the subject site

Number	<input type="text"/>	Street	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Suburb	<input type="text"/>		

*The Planning Authority requires a full copy of the Certificate of Title for a valid application*

Title Volume	<input type="text"/>	Title Folio	<input type="text"/>
Title Volume	<input type="text"/>	Title Folio	<input type="text"/>

## Value of the works

State the estimated value of the proposed works.  
The estimated cost of building work or demolition work is to include the cost of labour and materials using current industry pricing and is to include GST. You may be required to verify this estimate.

\$	<input type="text"/>
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**THE PROPOSAL:** Detail what use, development or other matter is the permit required for  
*Attach any additional explanatory documents as appropriate*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

**EXISTING USE/DEVELOPMENT:** Describe the way the land is used now

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Complete the relevant sections below

Have you had a pre-lodgement meeting with a Town Planner?

☐ YES☐ NO

If yes, please specify:

Are components of the application seeking retrospective approval?

☐ YES☐ NO

e.g. Have any of the works already been undertaken? Has the use already commenced?

If yes, what are they?

Tasmanian Heritage Council (THC) Listed Property?

☐ YES☐ NO

If yes, has an Exemption been granted? If yes, please attach.

☐ YES☐ NO

Advisory Note: If your property is on the State Heritage Register, we recommend you discuss your proposal with the THC prior to lodging your development application. Contact the Tasmanian Heritage Council on 1300 850 332.

☐ RESIDENTIAL USE/DEVELOPMENT

Number of dwellings (existing)

Number of parking spaces (existing)

Number of dwellings (proposed)

Number of parking spaces (proposed)

☐ SUBDIVISION

Subdivision excludes strata title lots

Number of lots (existing)

Lot size/s (existing)

Number of lots (proposed)

Lot size/s (proposed)

☐ OTHER USE/DEVELOPMENT

Hours of Operation

Monday - Friday

amtopm

Saturday

amtopm

Sunday

amtopm

Parking spaces (existing)

Floor area (existing)

Number of Employees (existing)

Parking spaces (proposed)

Floor area (proposed)

Number of Employees (proposed)

☐ MISCELLANEOUS

Earthworks and/or retaining walls

☐ YES☐ NO

Machinery, plant & equipment

☐ YES☐ NO

Tree removal

☐ YES☐ NO

Signs proposed

☐ YES☐ NO

**APPLICANT:** The contact person/company in relation to the application

Applicant	<input type="text"/>		
Contact Person	<input type="text"/>		
Postal Address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Phone	<input type="text"/>		
Email	<input type="text"/>		

*The Planning Authority will correspond with you by email unless you request an alternative method.*

**OWNER:** The owner of the land the subject of the application

Title	<input type="text"/>	Given Name/s	<input type="text"/>	
Surname/s	<input type="text"/>			
Postal Address	<input type="text"/>			
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode
				<input type="text"/>
Phone	<input type="text"/>			
Email	<input type="text"/>			

**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/we are the owner/s of the land. I/we have seen this application.*

Owner's Signature	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>		

### Council or Crown Consent - Section 52(1B)

If the land is owned or administered by the Council, this form must be signed by the Council's Chief Executive Officer or delegate or, for Crown land, by the Minister responsible for the Crown land or delegate.

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature

Date

### SECTION B: Applicant's verification

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

Applicant's 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

## How to apply for a Planning Permit

Applications need to include the information required by the Planning Authority. It is important that you give full details of your proposal and attach all documents to support your application. If you don't provide enough detail we will need to ask you for more information and this may delay your application.

### Plans

Your proposal plans should include the following:

- Site Plan - contours/relative levels, boundaries of subject site, footprint of building/s, north point, frontage to street/s, scale
- Floor Plan - identifying how the internal spaces in the building are intended to be used
- Elevations - natural ground level, wall height and overall height of existing/proposed building/s measured from natural ground level, floor level, indicative materials, location of windows/doors

### Fees

The fee for your development application is calculated based on the [City of Launceston Adopted Fees and Charges](#). Following lodgement of your development application, an invoice will be generated for payment.

### Agencies that may be able to assist you in preparation of your application:

TasWater	136 992
Tasmanian Heritage Council (THC)	1300 850 332
Department of State Growth	03 6777 2808
Environmental Protection Authority (EPA)	03 6165 4599
TasNetworks	1300 127 777
TasGas	1800 438 427
TasRail	1300 827 724

## Ways to lodge your application

### Email

[Planning.Queries@launceston.tas.gov.au](mailto:Planning.Queries@launceston.tas.gov.au)

If you can't, or would prefer not to, lodge your application online or by email, you can lodge it in person at the City of Launceston Customer Service Centre, Town Hall, St John Street, Launceston or by post to Planning Authority, City of Launceston, PO Box 396, Launceston, Tasmania 7250.

If you have any further questions, or would like to have a pre-lodgement meeting with a planner, please contact the City of Launceston on 6323 3000 and ask to speak with the Duty Planner or email [Planning.Queries@launceston.tas.gov.au](mailto:Planning.Queries@launceston.tas.gov.au).

## Planning Permit Privacy Statement

The City of Launceston 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, or refuse site access, your application may not be processed.

If an application is made under Section 57 of the Act, a copy of the lodgement documents must be made available for any person to inspect during public notification.

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

Please be advised that Town Planners and Councillors will need to visit your site with or without prior notice as part of the assessment and determination process. By lodging your development application you are deemed to have consented to these visits.

## 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.

Office Use Only		
<input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Planning Directive Visitor Accommodation		
Application No:		Date Received:
Amount: \$	Fee Received <input type="checkbox"/>	Officer:
Validity checklist:                      Title <input type="checkbox"/> Plans <input type="checkbox"/> ROC <input type="checkbox"/>		