

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.

Before you apply for a planning permit start your property enquiry with [PlanBuild Tasmania](#)

The PlanBuild enquiry service allows you to enter an address in the portal to see what planning zones and codes apply to a property. A property report can be generated which includes maps, details of the planning zone, codes and other information that affect the selected property.

This is not a complete enquiry to all planning issues, in particular, it does not show properties which may be potentially contaminated or impacted by stormwater flooding.

You may contact a Town Planner if you have further questions -

- **Email** planning.queries@launceston.tas.gov.au.
- **Call** our Planning Hotline on 6323 3220 to speak with the duty planner between 10am - 4pm Monday to Friday.
- **By appointment** - [Meet with Town Planner](#) (All appointments require 24 hours notice)

The Planning Authority requires the following to assess a Planning Application

- **Completed Application Form** - All relevant sections filled in and signed by the land owner or applicant.
- **Ownership** - If the applicant is not the owner of the land, the applicant must advise the owner of the intention to make the application and sign the declaration on the application form.

If the land is owned or administered by Council or the Crown (i.e government land), the form must be signed by the Minister of the Crown responsible for the administration of the land or by the CEO of the City of Launceston. If delegation is provided to an officer, a copy of the delegation must be provided.

- **Certificate of Title** – Including title page, survey plan and schedule of easements. Titles are available from Service Tasmania or online at www.thelist.tas.gov.au
- **Plans** – a site analysis and site plan at an acceptable scale showing, where applicable:
 - the existing and proposed use(s) on the site;
 - the boundaries and dimensions of the site;
 - topography including contours showing AHD levels and major site features;
 - natural drainage lines, watercourses and wetlands on or adjacent to the site;
 - soil type;
 - vegetation types and distribution including any known threatened species, and trees and vegetation to be removed;
 - the location and capacity and connection point of any existing services and proposed services;
 - the location of easements on the site or connected to the site;
 - existing pedestrian and vehicle access to the site;
 - the location of existing and proposed buildings on the site;

- the location of existing adjoining properties, adjacent buildings and their uses;
- any natural hazards that may affect use or development on the site;
- proposed roads, driveways, parking areas and footpaths within the site;
- any proposed open space, common space, or facilities on the site; and
- proposed subdivision lot boundaries.

Where it is proposed to erect buildings, a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200 showing, where applicable:

- the internal layout of each building on the site;
 - the private open space for each dwelling;
 - external storage spaces;
 - parking space location and layout;
 - major elevations of every building to be erected, including finished floor levels in AHD;
 - the relationship of the elevations to existing ground level, showing any proposed cut or fill;
 - shadow diagrams of the proposed buildings and adjacent structures demonstrating the extent of shading of adjacent private open spaces and external windows of buildings on adjacent sites; and
 - materials and colours to be used on roofs and external walls.
- **Covering Letter, Planning Reports or Specialist Reports** – A covering letter or planning report provides additional information which can assist the planning authority to assess your application. This should include any information which demonstrates how the proposal complies with the relevant standards for the zone your development is in, and how it meets any planning codes or specific area plans affecting the subject land. You may also be required to provide specialist reports to demonstrate compliance such as, landslide, flooding, bushfire hazard, site contamination, natural values, traffic impact or environmental emission, etc.
 - **Fees** – You may review Council's fees [here](#) or speak to a Planning Officer to gain this information.
 - **Building Permit** – A building permit may also be required. We recommend that you consult with a building surveyor prior to finalising your proposal.

Business – Retail, 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 in addition to the above:

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.

Advertising Signs

Site Plan – Show location of the sign on the property or building 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 on plan.

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

Illumination - Provide details of any illumination, external or internal, of signs and include details of the intensity (in lumens) of the illumination and the hours the illumination is proposed to operate.

Tree Removal

If the development involves the removal of trees to properties with Scenic Protection, Heritage Listed properties, Natural Assets, Landslip, Cataract Gorge Management SAP, Western Hillside SAP or Southern Gateway SAP, a planning permit may be required. You should 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. You may be required to provide an Arborists Report.

Heritage Places

Properties may be listed as either Local Heritage Places, Local Heritage Precinct or on the Tasmanian Heritage Register. If your property is listed on the THR any proposal for work to these places will be referred to the Tasmanian Heritage Council for consideration. We recommend seeking advice from Heritage Tasmania before lodging your planning application.

In most cases works to a heritage property will require a discretionary application.

Notes