



central  
highlands  
COUNCIL

Development & Environmental Services  
19 Alexander Street  
BOTHWELL TAS 7030

Phone (03) 6259 5503  
Fax (03) 6259 5722

www.centralhighlands.tas.gov.au

For office use only:

Date Received:	
DA Number:	
BA Number:	
PID:	

<b>TYPE</b>	<input checked="" type="checkbox"/>
Discretionary	<input type="checkbox"/>
Permitted	<input type="checkbox"/>

## Application for Planning Approval - Use and Development

Use this form to apply for planning approval in accordance with section 57 and 58 of the Land Use Planning and Approvals Act 1993 (the Act).

Tick  if there has been a pre-application meeting with a Council officer:

Yes:  No:

Officer's name  Date:

### Applicant, Owner & Contact Details:

Provide details of the Applicant and Owner of the land. (Please print)

Applicant:	<input type="text"/>	Phone No:	<input type="text"/>
Address:	<input type="text"/>	Fax No:	<input type="text"/>
	<input type="text"/>	Mobile No:	<input type="text"/>
Email:	<input type="text"/>		
Owner:	<input type="text"/>	Phone No:	<input type="text"/>
Address:	<input type="text"/>	Fax No:	<input type="text"/>
	<input type="text"/>		

### Land Details:

Provide details of the land, including street address, title details and the existing use.

Address:	<input type="text"/>	Volume:	<input type="text"/>
	<input type="text"/>	Folio:	<input type="text"/>
Existing Use	<input type="text"/>		

### Proposed Use and Development Details:

Provide details of the proposed use and of the proposed development and works.

Use	<input type="text"/>		
Development:	<input type="text"/>		
External Materials:	<input type="text"/>		
External Colours	(Roof) <input type="text"/>	(Walls) <input type="text"/>	<input type="text"/>

- Is proposed developed is to be staged: Yes  No  Tick
- Is the proposed development located on land previously used as a tip site? Yes  No
- Is the place on the Tasmanian Heritage Register? Yes  No
- Have you sought advice from Heritage Tasmania? Yes  No
- Has a Certificate of Exemption been sought for these works? Yes  No

Provide an estimate of the completed value of the proposed development works, including the value of all site works and any labour contributions by the Applicant or the Owner.

Est. value: \$  Write 'Nil' if no works are proposed, e.g. change of use

### Declaration:

I/we hereby apply for planning approval to carry out the use or development described in this application and the accompanying documents and declare that: -

- The information in this application is true and correct.
- In relation to this application, I/we agree to allow Council employees or consultants to enter the site in order to assess the application.
- I/we authorise Council to provide a copy of any documents relating to this application to any person for the purpose of assessment or public consultation and agree to arrange for the permission of the copyright owner of any part of this application to be obtained.

Council will only use the information provided to consider and determine the application for planning approval. Information provided may be made available for public inspection in accordance with section 57 of the Act.

- I/We declare that the Owner has been notified of the intention to make this application in accordance with section 52(1) of the Land Use Planning and Approvals Act 1993.

Applies where the applicant is not the Owner and the land is not Crown land or owned by a council, and is not land administered by the Crown or a council.

Signature:

The Applicant must sign and date this form.

Date:

Refer to attached application checklist for additional information requirements.

## Checklist

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided the following at the time of lodging the application. If you are unclear on any aspect of your application, please contact Central Highlands Council by phone on (03) 6259 5503 to discuss or arrange an appointment concerning your proposal. Note that Council may require additional information in accordance with section 54 of the Land Use Planning and Approvals Act 1993.

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1. A completed Application for Approval for Planning Approval – Use and Development form.  
*Please ensure that the information provides an accurate description of the proposal, has the correct address and contact details and is signed and dated by the applicant.*
2. A current copy of the Certificate of Title for all lots involved in the proposal.  
*The title details must include, where available, a copy of the search page, title plan, sealed plan or diagram and any schedule of easements (if any), or other restrictions, including covenants, Council notification or conditions of transfer.*
3. Two (2) copies of the following information -
  - a) An analysis of the site and surrounding area setting out accurate descriptions of the following -
    - (i) topography and major site features including an indication of the type and extent of native vegetation present, natural drainage lines, water courses and wetlands, trees greater than 5 metres in height in areas of skyline or landscape importance and identification of any natural hazards including flood prone areas, high fire risk areas and land subject to instability;
    - (ii) soil conditions (depth, description of type, land capability etc);
    - (iii) the location and capacity of any existing services or easements on the site or connected to the site;
    - (iv) existing pedestrian and vehicle access to the site;
    - (v) any existing buildings on the site;
    - (vi) adjoining properties and their uses; and
    - (vii) soil and water management plans.
  - b) A site plan for the proposed use or development drawn, unless otherwise approved, at a scale of not less than 1:200 or 1:1000 for sites in excess of 1 hectare, showing -
    - (i) a north point;
    - (ii) the boundaries and dimensions of the site;
    - (iii) Australian Height Datum (AHD) levels;
    - (iv) natural drainage lines, watercourses and wetlands;
    - (v) soil depth and type;
    - (vi) the location and capacity of any existing services or easements on the site or connected to the site;
    - (vii) the location of any existing buildings on the site, indicating those to be retained or demolished, and their relationship to buildings on adjacent sites, streets and access ways;
    - (viii) the use of adjoining properties;
    - (ix) shadow diagrams of the proposed buildings where development has the potential to cause overshadowing;
    - (x) the dimensions, layout and surfacing materials of all access roads, turning areas, parking areas and footpaths within and at the site entrance;
    - (xi) any proposed private or public open space or communal space or facilities;
    - (xii) proposed landscaping, indicating vegetation to be removed or retained and species and mature heights of plantings; and
    - (xiii) methods of minimizing erosion and run-off during and after construction and preventing contamination of storm water discharged from the site.
  - c) Plans and elevations of proposed and existing buildings, drawn at a scale of not less than 1:100, showing internal layout and materials to be used on external walls and roofs and the relationship of the elevations to natural ground level, including any proposed cut or fill.
4. A written submission supporting the application that demonstrates compliance with the relevant parts of the Act, State Policies and the Central Highlands Planning Scheme 1998, including for industrial and commercial uses, the hours of operation, number of employees, details of any point source discharges or emissions, traffic volumes generated by the use and a Traffic Impact Statement where the development is likely to create more than 100 vehicle movements per day.
5. Application fees.  
*As per attached Fee Schedule. Please contact Central Highland Council's Development and Environmental Services Department by phone on (03) 6259 5503 if you require assistance in calculating the fees.*

# **DEVELOPMENT APPLICATION FEES**

## **PERMITTED DEVELOPMENT PERMIT**

- \$100.00  
Plus \$1.00 per \$1,000 where the value of works is greater than \$10,000

## **DISCRETIONARY DEVELOPMENT PERMIT**

- \$180.00 minimum plus \$0.50 per \$1,000 where the value of works is greater than \$10,000
- Statutory Advertising - \$300.00

## **PD 4 COMPLIANCE ASSESSMENT**

- \$100.00

## **AMENDMENTS TO PERMITS**

- 50% of Original Planning Fee

## **EXTENSION OF TIME TO PERMITS**

- \$80.00