



PROCEDURES FOR PLANNING, BUILDING AND PLUMBING APPLICATIONS

STEP 1 APPLICATION FOR PLANNING PERMIT

If you intend to undertake any of the following it is likely that you will need a Planning Permit from Council:

- Subdivide Land;
- Develop or use land or buildings;
- Construct new buildings; or
- Conduct business-related work from home

Under the Central Highlands Interim Planning Scheme, various zoning areas apply to the Central Highlands municipal area. These zones determine the type of uses and developments and any restrictions that apply within the zone.

The different types of applications / uses are outlined below:

PERMITTED USE OR DEVELOPMENT:

An application to council must be made to obtain a permit for the development. Council, must approve the development, but may impose conditions.

DISCRETIONARY USE OR DEVELOPMENT:

An application to council must be made for the development. Council has the discretion to approve or refuse the application. If approved Council will issue a Planning Permit with or without conditions.

An application is classified as a Discretionary Use if a variation is required from specified development standards specified in the Planning Scheme or if the land use or development is considered to have the potential for detrimental impact on the surrounding land.

Under the *Land Use Planning & Approvals Act*, Council must publicly advertise the application for 14 days, erect signage on the proposed site & send letters to adjoining property owners. This allows time for members of the public to lodge written representations to Council regarding the application.

PROHIBITED USE:

Not allowed.

The Development & Environmental Services Office can assist people with a wide range of land use and development enquiries.

STEP 2 APPLICATION FOR BUILDING & PLUMBING PERMITS

The *Building Act 2016* and *Building Regulations 2016* came into effect on the 1st January 2017. This legislation provided the requirements for building and plumbing control in Tasmania.

BUILDING & PLUMBING PROCESS

1. Determining the Category of Works

The *Building Act 2016* divides building, demolition and plumbing work categories into one of three risk levels: low, medium and high risk.

This risk-based approach to building approvals allows low-risk building, plumbing and demolition work, and some medium-risk work, to be done without seeking a building permit from the Council.

Summary of categories

Building

- Category 1 – Low risk work that can be undertaken by an owner, without a permit from Council.
- Category 2 – Low risk work that can be undertaken by a licenced builder, plumber, without a permit from Council.
- Category 3 – Medium Risk - Notifiable building, plumbing or demolition work. Work that is considered to be a medium risk requires a Certificate of Likely Compliance from a Building Surveyor. Council's Permit Authority is notified of this work but no Building Permit is required.
- Category 4 – High Risk - Building, plumbing and demolition work that requires a Certificate of Likely Compliance from a Building Surveyor and a Building Permit issued by Council's Permit Authority.

To determine the category of work you are proposing you can visit the Consumer, Building and Occupational Services website, using the following link:

https://www.cbos.tas.gov.au/_data/assets/pdf_file/0014/405014/Directors-determination-categories-of-building-and-demolition-work-2021.pdf

Plumbing

- Category 1 –Low Risk Plumbing Work by an owner, competent person or licensed plumber, without a permit from Council.
- Category 2A - Low Risk Plumbing Work by a licensed plumber, without a permit from Council.
- Category 2B - Low Risk Plumbing Work by a licensed plumber, with post construction reporting to Council's Permit Authority.
- Category 3 –Plumbing Work Notifiable by a licensed plumber that requires a Certificate of Likely Compliance from Council's Permit Authority before work starts.
- Category 4 - Plumbing Work by a licensed plumber and requires a Plumbing Permit from Council's Permit Authority.

To determine the category of work you are proposing you can visit the Consumer, Building and Occupational Services website, using the following link:

https://www.cbos.tas.gov.au/_data/assets/pdf_file/0015/405015/Directors-Determination-Categories-of-Plumbing-Work.pdf

2. Building Designer

Engage a licensed building designer and appropriately licensed building practitioner to prepare your plans.

3. Building Surveyor

Engage a Building Surveyor to assess the plans and issue a Certificate of Likely Compliance. The Certificate of Likely Compliance will indicate that the proposed work is likely to comply with the appropriate legislation and the National Construction Code (NCC) and will list conditions and inspections required.

A list of licenced Building Surveyors can be found on the Consumer, Building and Occupational Services website, using the following link:

<https://cbos.tas.gov.au/topics/licensing-and-registration/search-licensed-occupations/find-a-licensed-tradesperson>

From 1st July 2022 Council will no longer have in house Building Surveying Services and a Private Building Surveyor will need to be engaged for any new building work.

4. Lodge Applications

Complete and lodge the relevant applications with Council. Once lodgement has been made you will receive an invoice. Payment of the applicable fee will be required before the assessment of the documents will commence.

5. Granting of Permits

Once approval has been granted Building and Plumbing Permit will be issued.

Building and Plumbing Permits are valid for two years from the date of issue and work must commence within 12 months of the date of issue.

6. Start Work Notices

Prior to any works commencing the relevant Start Work Notices need to be submitted and authorised.

The builder / plumber is required to lodge a Start Work Notice. The Building Start Work Notice is to be lodged with your Building Surveyor and the Plumbing Start Work Notice to Council's Permit Authority before any work can commence.

7. Inspections

Building inspection are undertaken by your Building Surveyor. Please liaise with your Building Surveyor to arrange the required inspections.

Plumbing inspections are undertaken by Council's Permit Authority and can be booked by phoning 6259 5503 or email development@centralhighlands.tas.gov.au

FURTHER INFORMATION

Further information can be obtained by contacting the Development & Environmental Services Office on (03) 6259 5503, email development@centralhighlands.tas.gov.au or by visiting our office located at 19 Alexander Street, Bothwell.