

Planning Application Requirements

Section 6 of the planning scheme outlines the plans and supporting documents required for a planning application. The following is a summary of section 6.

Mandatory Requirements:

- (a) a signed application form;
- (b) any owner notification or written permission for making the application (s.52 of the Act)
- (c) details of the location of the proposed use or development;
- (d) a current copy of the certificate of title(s)
- (e) a full description of the proposed use or development.

Supplemental Requirements:

The following may be required in order to fully assess the use or development

- i. a dimensioned and scaled site analysis / site plan showing:
 - the existing and proposed building(s) and use(s) on the site;
 - the boundaries and dimensions of the site, including easements;
 - the location of adjoining properties, buildings and their uses;
 - contours showing AHD levels, site features, natural drainage lines, watercourses and wetlands on or adjacent to the site;
 - soil type and any cut or fill including batters / method of retention;
 - vegetation communities and trees, including vegetation to be removed;
 - concept water, stormwater and sewer/onsite wastewater system design, including supporting calculations where necessary;
 - existing or proposed pedestrian and vehicle access (including width, surface, culverts, gates and sight distance as necessary), driveways, parking areas and paths;
 - extent of any overlays or natural hazards that apply to the site;
 - existing and proposed landscaping, including watering; and
 - any proposed open space, common space, or facilities on the site.
- ii. a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200 showing:
 - the internal layout of each building on the site;
 - the private open space for each dwelling;
 - external storage spaces; and
 - building elevations with materials, colours and natural and finished ground levels;
- iii. shadow diagrams of new buildings demonstrating the extent of shading to private open spaces and external windows.
- iv. Any suitably qualified person reports, plans or other information for applicable zone, code or site-specific clauses, such as flood hazard report, bushfire hazard report or flora and fauna assessment.

Non-Residential Use

Any non-residential use should include a completed Additional Information for Non-Residential Use form available at www.sorell.tas.gov.au.

Cover letter

It can also be useful to include a cover letter to explain the proposal, what you are hoping to achieve, the approach to the design and how any impact to adjoining land or services has been considered. In many cases, a written statement justifying how the proposal satisfies the performance criteria is necessary.

Please note that all documents that are not submitted in hard copy must be in .pdf or .docx format with a file size not exceeding 20MB.

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