



PLANNING APPLICATION FORM

For planning applications relating to subdivision, use or development



Part A: Please note that Part A of this form is not publicly exhibited.

Applicant:	Name(s):	
	Company Name:	
<i>If the applicant is not a natural person, or if the applicant is acting on behalf of the owner under a legal authority, the applicant must be a person with the legal ability to sign (i.e., company director). Council may require documentary evidence.</i>		
Position:		
Address:		
Suburb: Postcode.....		
Phone: Mobile:		
Email:		
To expedite the assessment process, I consent to Council communicating with me via email in relation to my application		<input type="checkbox"/> Yes <input type="checkbox"/> No
Please note that a tax invoice for the prescribed fees will be made out in the applicant's name above unless otherwise advised.		
Invoice to: <input type="checkbox"/> Applicant (as above) <input type="checkbox"/> Owner <input type="checkbox"/> other, please specify		
Name(s):		
Address:		
Suburb: Postcode.....		
Email:		
Pre planning advice		
Prior to submitting your application, have you had any discussions or advice provided to you by a Council officer or external consultant.		
Name(s): Company Name:		

Part B: Please note that Part B of this form is publicly exhibited.

Full description of Proposal:	Use:
	Development:
	<i>Large or complex proposals should be described in a letter or planning report.</i>

Design and construction cost of proposal:	\$
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Is all, or some the work already constructed:	No: <input type="checkbox"/> Yes: <input type="checkbox"/>
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Location of proposed works:	Street address:
	Suburb: Postcode:
	Certificate of Title(s) Volume: Folio:

Current Use of Site
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Current Owner/s:	Name(s).....
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Is the Property on the Tasmanian Heritage Register?	No: <input type="checkbox"/> Yes: <input type="checkbox"/>	<i>If yes, please provide written advice from Heritage Tasmania</i>
Is the proposal to be carried out in more than one stage?	No: <input type="checkbox"/> Yes: <input type="checkbox"/>	<i>If yes, please clearly describe in plans</i>
Have any potentially contaminating uses been undertaken on the site?	No: <input type="checkbox"/> Yes: <input type="checkbox"/>	<i>If yes, please complete the Additional Information for Non-Residential Use</i>
Is any vegetation proposed to be removed?	No: <input type="checkbox"/> Yes: <input type="checkbox"/>	<i>If yes, please ensure plans clearly show area to be impacted</i>
Does the proposal involve land administered or owned by either the Crown or Council?	No: <input type="checkbox"/> Yes: <input type="checkbox"/>	<i>If yes, please complete the Council or Crown land section on page 3</i>

<p>If a new or upgraded vehicular crossing is required from Council to the front boundary please complete the Vehicular Crossing (and Associated Works) application form</p> <p>https://www.sorell.tas.gov.au/services/engineering/</p>
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Part B continued: Please note that Part B of this form is publicly exhibited

Declarations and acknowledgements

- I/we confirm that the application does not contradict any easement, covenant or restriction specified in the Certificate of Title, Schedule of Easements or Part 5 Agreement for the land.
- I/we consent to Council employees or consultants entering the site and have arranged permission and/or access for Council’s representatives to enter the land at any time during normal business hours.
- I/we authorise the provision of a copy of any documents relating to this application to any person for the purposes of assessment or public consultation and have permission of the copyright owner for such copies.
- I/we declare that, in accordance with s52(1) of the *Land Use Planning and Approvals Act 1993*, that I have notified the owner(s) of the intention to make this application.
- I/we declare that the information in this application is true and correct.

Details of how the Council manages personal information and how you can request access or corrections to it is outlined in Council’s Privacy Policy available on the Council website.

- I/we acknowledge that the documentation submitted in support of my application will become a public record held by Council and may be reproduced by Council in both electronic and hard copy format in order to facilitate the assessment process, for display purposes during public exhibition, and to fulfil its statutory obligations. I further acknowledge that following determination of my application, Council will store documentation relating to my application in electronic format only.
- Where the General Manager’s consent is also required under s.14 of the *Urban Drainage Act 2013*, by making this application I/we also apply for that consent.

Applicant Signature:	Signature: Date:
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Crown or General Manager Land Owner Consent

If the land that is the subject of this application is owned or administered by either the Crown or Sorell Council, the consent of the relevant Minister or the Council General Manager whichever is applicable, must be included here. This consent should be completed and signed by either the General Manager, the Minister, or a delegate (as specified in s52 (1D-1G) of the *Land Use Planning and Approvals Act 1993*).

- Please note:
- If General Manager consent is required, please first complete the General Manager consent application form available on our website www.sorell.tas.gov.au
 - If the application involves Crown land you will also need a letter of consent.
 - Any consent is for the purposes of making this application only and is not consent to undertaken work or take any other action with respect to the proposed use or development.

I _____ being responsible for the administration of land at _____
 declare that I have given permission for the making of this application for

Signature of General Manager, Minister or Delegate:	Signature: Date:
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Plans and Supporting Documentation required

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 and what Council requires you to submit;

All applications are to be submitted electronically were possible at sorell.council@sorell.tas.gov.au

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

<input type="checkbox"/>	Completed and signed application form
<input type="checkbox"/>	Cover letter explaining 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.
<input type="checkbox"/>	Current copy of the Certificate of Title to the land which has a search date not greater than 6 (six) months, also containing the: <ul style="list-style-type: none"> ▪ Search Page. ▪ Plan, Sealed Plan or Diagram. ▪ Any Schedule of Easements, Covenants, Council Notifications, or Conditions of Transfer
<input type="checkbox"/>	Dimensioned and scaled site analysis / site plan showing: <ul style="list-style-type: none"> ▪ 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.
<input type="checkbox"/>	Detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200 showing: <ul style="list-style-type: none"> ▪ 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

Supplementary Requirements

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

Shadow diagrams of new buildings demonstrating the extent of shading to private open spaces and external windows.

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, onsite wastewater or onsite stormwater.

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

BUILDING SELF-ASSESSMENT FORM

Director's Determination – Short or Medium Term Visitor Accommodation

Section 20(1)(e) of *Building Act 2016*

This building self-assessment form must be completed in the following situations where the property is used or intended to be used for visitor accommodation, and a fee is being charged for such use:

- owner occupiers of residential premises of more than four bookable rooms, or
- investment properties or shacks (not occupied by the owner) that have a gross floor area of not more than 200m² per lot used for visitor accommodation.

The completed form must be lodged with the relevant Permit Authority.

If any premises intended to be let for short-term visitor accommodation is a lot in a strata title scheme, and any other premises in that scheme are occupied as a residence by long term residents, the proponent is not permitted to use the building self-assessment process, unless the premises is located within Activity Area 1.0 Inner City Residential (Wapping) under the Sullivans Cove Planning Scheme 1997.

To: *Permit Authority*
 Address
 Suburb/postcode

Owner / Occupier details:

(Only an owner or occupier may complete this form)

Owner / Occupier:
(Delete one not applicable)

Postal Address:

Phone
No:

Email address:

Address of Property used or intended to be used for Visitor Accommodation:

Street Address:

Certificate of Title
Reference No.

Owner / Occupier Declaration:

I/we, as the owner / occupier of the property, declare that the property meets the following minimum building requirements, as set out below:

Owner/Occupier:
(Delete one not applicable)

Name: [print]

Signed

Date

Occupancy Permit:	
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(Must tick one)

The owner or occupier is to declare that –

(a) if an occupancy permit has been issued, the premises is fit for occupation consistent with that permit, and the maximum number of occupants stated on the permit will not be exceeded;

OR

(b) an occupancy permit or occupancy certificate was not required (as the premises was constructed / altered before 1994).

Plumbing:	
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(Must tick (a) or (b) and (c) or (d))

The owner or occupier is to declare that –

(a) the premises is connected to a reticulated sewerage system;

OR

(b) the premises is connected to an on-site wastewater management system that:

- is in good working order and will be maintained to perform to the same standard as it was designed; and
- has a land application distribution area designed, installed and in good serviceable condition; and
- the maximum number of occupants of the premises the system is designed for is not exceeded; and
- there is a maintenance contract in place for the servicing of the system.

(c) the premises is connected to a reticulated drinking water supply system;

OR

(d) a private drinking water supply (including from a tank, well, dam, etc.) is provided for the premises that meets the requirements of the *Public Health Act 1997*.

Essential Building Services:	
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(Must tick one)

The owner or occupier is to declare that –

(a) regarding Essential Building Services, the premises has an approved schedule of maintenance, and fire safety features are maintained in accordance with Part 7 (regulations 72 to 78) of the *Building Regulations 2016* and the Director's Maintenance of Prescribed Essential Building Services Determination;

OR

(b) the premises is not required to have an approved essential maintenance schedule, but the following fire safety features are installed and maintained in accordance with manufacturer's instructions:

- a smoke alarm with a 10-year non-removable lithium battery, or
- a hard wired smoke alarm (and are interconnected where there is more than one alarm fitted);

(a) if any storey of the premises contains a bedroom –

- (i) installed in every corridor, or hallway, situated in the storey, that is associated with a bedroom; and

- (ii) if there is no corridor, or hallway, situated in the storey, that is associated with a bedroom, between that part of the premises containing the bedroom and the remainder of the premises; and
- (b) in any other storey of the premises that does not contain a bedroom.
- If multistorey premises are let for visitor accommodation:
 - i. emergency evacuation lighting is provided; and
 - ii. exits are provided that are clearly marked and mapped for the visitor.