

So we can assess your application as efficiently as possible, before you lodge use this checklist to make sure you have included all the information that we will need.

Any Development application to Break O'Day Council, will need to include the following:

A signed application form.

Council's Development Application form can be access from our [website under My Property/ Planning](#), Applying to do work on your property. Ensure the form is signed by all owners of the property or, the date on which they were advised. Ensure the form includes all titles to which the application relates. The form requires details of the location of the proposed use or development.

A copy of the current certificate of title for all land to which the application relates to.

This includes the Folio Title, Folio Plan and any easements or agreements associated with the title. Certificate of Title documents can be purchased by conducting a [Properties and Titles search on the List website](#).

A full description of your proposed use or development.

This should be provided separately.

Plans drawn to scale that includes:

1. Site plan showing the existing and proposed use(s) and development (structures e.g. dwelling, shed) on the site. The site plan should show the site boundaries and dimensions. Contours showing AHD

(Australian Height Datum or height above sea level). AHD levels should also be included. The location of existing services or proposed services should be indicated on the site plan (if any). Should the site be subject to easements, then these should also be shown on the site plan. Proposed and/or existing access to the site should be clearly shown on the site plan.

2. Where proposing to erect buildings, plans at a scale of 1:100 or 1:200 is required including floor plans, elevations and shadow diagrams. Detail regarding materials and colours to be used on roofs and external walls will also be required. *Note these will need to be done by a Tasmanian Licensed Building Designer.

For Discretionary Applications:

A planning scheme response is required to be submitted with the application. The response will demonstrate how the proposed use and/or development satisfies the acceptable solutions and performance criteria where applicable. You can find a copy of the Planning Scheme on our website under My Property/Planning.

You can find Development application fees on our website however these are a guide only and will vary depending on your application. Fees and charges can be found under [My Council/Fees and Charges - Planning](#)