

PLANNING APPLICATION FORM

Land Use Planning and Approvals Act 1993



Office use only:

TRIM Ref:
DA No:
PID No:

Important Information

- Application form & details **must be completed in full.**
- Incomplete forms may not be accepted and may delay processing.

PROPERTY DETAILS:

Address:

Certificate of Title: Land area: m²/ha

Present use of land/building: (Vacant, residential, rural, industrial, commercial or forestry)

Zone:

Planning Overlay: Please download a property report from www.planbuild.tas.gov.au to ensure you are aware of any relevant planning scheme overlays. Ensure your application materials address any relevant overlays.

Tasmanian Flood Maps: Check if your site is affected by flood prone hazard by checking the "Statewide Flood Hazard" layer on ListMap. www.ses.tas.gov.au/floodmaps/

Is your property affected by the Tasmanian Flood Maps? Yes No

DETAILS OF DEVELOPMENT:

Please tick the appropriate box or boxes. If they don't accurately describe your proposal, please detail under 'Other'

- | | |
|---|---|
| <input type="checkbox"/> New house | <input type="checkbox"/> Fencing |
| <input type="checkbox"/> House extension/addition | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Partial Demolition | <input type="checkbox"/> Other - please specify below |

Description of Development:

Use of Building: (main use of proposed building – dwelling, garage, farm building, factory, office, visitor accommodation)

Building Materials:	Wall Material:	Colour:
	Roof Material:	Colour:

DETAILS OF PROPOSAL:

Total cost of Development \$ Total cost building work, landscaping, road works and infrastructure

Proposed Use: Residential Visitor Accommodation Storage Commercial Other

Description of Use:

- Is your application the result of illegal building works? Yes No
- Does the application involve Crown Land or Private access via a Crown Access Licence? Yes No *If yes, refer to 'Council or Crown Land' section.*
- Does the application involve development or access over Council owned land? Yes No *If yes, refer to 'Council or Crown Land' section.*
- Heritage Listed Property? Yes No
- Is a new vehicle access or crossover required? Yes No

Visitor Accommodation (if applicable):

Gross Floor Area to be used:		Number of Bedrooms to be used:	
Number of Carparking Spaces:		Maximum Number of Visitors at a time:	

Subdivision (if applicable):

Number of Lots (existing):		Number of Lots (proposed):	
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Description:	
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If applying for a subdivision which creates a new road(s), please supply three proposed names for the road(s) in order of preference:

1.	
2.	
3.	

Commercial, Industrial or Other Non-Residential Development/Use (if applicable):

Hours of Operation:	Monday/Friday		to	
	Saturday		to	
	Sunday		to	

Existing Car Parking:		Proposed Car Parking	
Number of Employees (existing)		Number of Employees (Proposed)	

Type of Machinery Installed:	
Details of trade waste and method of disposal:	

APPLICANT DETAILS	INVOICE TO (Please Tick) <input type="checkbox"/>
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Name: <small>Full name of person/s</small>	<input type="text"/>	Phone No:	<input type="text"/>
Contact person:	<input type="text"/>	Are you the land owner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Postal Address	<input type="text"/>	Mobile No.	<input type="text"/>
	Email address:	<input type="text"/>	

Preferred means of correspondence, including notifications, request for further information and permits

- Email address Australia Post *(if you do not select a box, Council will email as a primary method)*

OWNER DETAILS		INVOICE TO (Please Tick) <input type="checkbox"/>	
Owner/s:	<input type="text"/>	Phone No:	<input type="text"/>
Postal Address	<input type="text"/>	Mobile No.	<input type="text"/>
	<input type="text"/>	Email address:	<input type="text"/>

- Owners details **MUST** be completed **IN FULL** for the current owner as per the Certificate of Title.

DECLARATION:

AS THE APPLICANT:

As the applicant, I declare that I have notified the owner of my intention to make this application and that the information contained in this application is a true and accurate representation of the proposal.

Applicants Name:

£

Date:

AS THE OWNER OF THE LAND:

As the owner of the land, I declare that the information contained in this application is a true and accurate representation of the proposal and I consent to this application being submitted and for Council Officers to conduct inspections as required for the proposal.

Owners Name:

£

Date:

Owners Name:

£

Date:

PRIVACY STATEMENT The personal information requested on this form is being collected by Council for *Land Use Planning & Approvals Act 1993, Building Act 2016 and Building Regulations 2016*. The personal information will be used solely by Council for that primary purpose or directly related purpose. Council may disclose the information to other regulatory organisations where required to by law; officers of Break O'Day Council; data service providers engaged by Council from time to time; and any other agent of Council.

COUNCIL OR CROWN LAND:

If the land that is the subject of this application is owned or administered by either the Crown or Break O'Day Council, the consent of the Minister of the Crown or the General Manager of the Council, whichever is applicable, must be included here. This consent should be completed and signed by either the Minister, the General Manager of Break O'Day Council, or their delegate (as specified in Subsections 52 (1D-1G) of the Land Use Planning and Approvals Act 1993).

I being responsible for the administration of land
at....., declare that I have given permission for the making of this application
for.....
Date..... Signature.....

Please Note: If the application involves Crown Land, you must provide a letter of consent along with this form, signed by the Minister or an authorised delegate of the Crown.
If the application involves Council-owned land, consent from the General Manager is required.

Checklist of Application Documents:

An application must include the following documents, submitted in **PDF formatting**:

1. Completed Application Form – All relevant sections of the application form must be completed and signed by the landowner or the applicant.
Note: If the applicant is not the landowner, they must inform the landowner of their intention to submit the application and must sign the declaration section of the application form to confirm this.
2. **Certificate of Title**
A copy of the **current Certificate of Title** for all land to which the permit relates is provided. This includes:

The **title plan** outlining property boundaries and land description, and any relevant dealings or restrictions recorded on the title.

Note: Eligibility requires this item to be 6 months old or less.

3. **Schedule of Easements, if applicable.**
A copy of the **schedule of easements**, as listed in the folio of the title, is included. This identifies any existing easements, covenants, or restrictions that may affect the proposed development or land use.
4. Ensure detailed plans drawn to scale are provided, including:

Site Plan: Clearly indicating the boundaries of the property, existing structures, access points, landscaping, and any relevant features of the surrounding environment.

Floor Plan: The internal layout of each building proposed for the site, along with elevations for all buildings to be erected.

Proposed Development Layout: Showing the exact location, dimensions, and orientation of the proposed development on the site, in relation to existing structures and property lines.

These plans ensure that the development complies with zoning regulations, building codes, and planning requirements.

5. Provide a detailed description of the proposed use and/or development for your application. The information can be provided separately in a cover letter outlining the proposed project or included in the email along with the other attachments.

For further information on the above requirements, please refer to Section 6.1 – Application Requirements of the Tasmanian Planning Scheme (TPS).

TPS Website: [Tasmanian Planning Scheme - Current Version](#)