



# Application for Planning Approval

OFFICE USE ONLY	
DATE RECEIVED:	PID:
FEE	RECEIPT No:
DA:	PROPERTY FILE:

### Advice:

Use this form for all no permit required, permitted and discretionary planning applications including subdivision, planning scheme amendment & minor amendments to permits.

For visitor accommodation in the General Residential, Low Density Residential, Rural Living, Environmental Living or Village Zone in existing buildings you must use the sharing economy standard form. This is available on the Council website.

Completing this form in full will help ensure that the minimum information required to assess your application is provided. The planning scheme provides details of what other information may be required at clause 8.1 and in each applicable Code. If insufficient information is provided you may be requested to provide additional information which will delay your application.

Please provide the relevant details in each applicable section by providing the information or circling Yes or No as appropriate. If details are shown on the proposal plans, or in a separate written document, please refer to the drawing number or other documents as required.

Often, it is beneficial to provide a separate written submission explaining in general terms what is proposed and why and to justify the proposal against any applicable performance criteria.

### Details of Applicant & Owner

Applicant:					
Contact person: (if different from applicant)					
Address:				Phone	
				Fax:	
Email:				Mobile:	
Do you wish for all correspondence to be sent solely by email?				Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>

Owner: (if different from applicant)					
Address:				Phone:	
				Fax:	
Email:				Mobile:	

## Application for Planning Approval

<b>Details of Site and Application</b> <i>Please note, if your application is discretionary the following will be placed on public exhibition.</i>
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<b>Site Details</b>
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Address / Location of Proposal:			
		Suburb .....	Post Code .....
Size of site	..... m <sup>2</sup>	or	..... Ha
Certificate of Title(s):			

Current use of site:	
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<b>General Application Details</b> <i>Complete for All Applications</i>
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<input type="checkbox"/>	New Dwelling	<input type="checkbox"/>	Change of use
<input type="checkbox"/>	Additions / Alterations to Dwelling	<input type="checkbox"/>	Intensification or modification of use
<input type="checkbox"/>	New Outbuilding or Addition	<input type="checkbox"/>	Subdivision or boundary adjustment
<input type="checkbox"/>	New Agricultural Building	<input type="checkbox"/>	Minor amendment to existing permit DA ..... / .....
<input type="checkbox"/>	Commercial / Industrial Building	<input type="checkbox"/>	Planning Scheme Amendment

Please state the name of any Council officers that you have discussed this proposal with:	
Officer's name :	or n/A

General Background Information		
Is the site listed on the Tasmanian Heritage Register?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any potentially contaminating activities ever occurred on the site? <i>If yes, please provide a separate written description of those activities.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the proposal consistent with any restrictive covenants or Part 5 agreements that apply to the site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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Does the proposal involve any of the following?		
Type of development		Brief written description if not clearly shown on the plans:
Partial or full demolition	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
New or upgraded vehicle / pedestrian access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
New or modified water, sewer, electrical or telecommunications connection	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Retaining walls	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cut or fill	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Signage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
New car parking	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vegetation removal	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Estimated value of works (design & construction)	\$
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Describe the order and timing of any staged works:	..... or N/A
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Existing floor area ..... m <sup>2</sup>	Proposed floor area .....m <sup>2</sup>
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Number of existing car parking on site .....	Number of proposed car parking on site .....
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Describe existing or proposed vehicular access & car parking width, drainage & surfacing:	.....
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Please note, if a gravel driveway is proposed from a sealed public road please address the following clause (E6.7.6 P1):

*Parking spaces and vehicle circulation roadways must not unreasonably detract from the amenity of users, adjoining occupiers or the quality of the environment through dust or mud generation or sediment transport, having regard to all of the following:*

- (i) *the suitability of the surface treatment;*
- (ii) *the characteristics of the use or development;*
- (iii) *measures to mitigate mud or dust generation or sediment transport.*

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Materials:			
External building material	Walls:	.....	Roof: .....
External building colours	Walls:	.....	Roof: .....
Fencing materials	.....	Retailing wall materials	.....

### For all outbuildings

Describe for what purpose the building is to be used:	.....
Describe any intended toilet, shower, cooking or heating to be installed:	..... ...
If the building is to be used wholly or partly as a domestic workshop, what type of tools and machines will be used?	.....

### For all non-residential applications

#### Hours of Operation

Current hours of operation	Monday to Friday:	.....	Saturday:	.....	Sunday & Public holidays:	.....
Proposed hours of operation	Monday to Friday:	.....	Saturday:	.....	Sunday & Public holidays:	.....

#### Number of Employees

Current Employees Total:	.....	Maximum at any one time:	.....
Proposed Employees Total:	.....	Maximum at any one time:	.....

Describe any delivery of goods to and from the site, including the types of vehicles used and the estimated average weekly frequency:	..... or N/A
Describe current traffic movements into the site, including the type & timing of heavy vehicle movements & any proposed change:	..... or N/A
Describe any hazardous materials to be used or stored on site:	..... or N/A
Describe the type & location of any large plant or machinery used (refrigeration, generators)	..... or N/A
Describe any retail and/or storage of goods or equipment in outdoor areas:	..... or N/A
Describe any external lighting proposed:	..... or N/A

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### Personal Information Protection Statement:

The personal information that Council is collecting from you is deemed personal information for the purposes of the *Personal Information Protection Act 2004*. The intended recipients of personal information collected by Council may include its officers, agents or contractors or data service providers. The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, Council may be unable to process your application. Council is collecting this personal information from you for the purposes of managing, addressing, advising upon and determining the application and other related Council matters.

### Declaration:

I/we hereby apply for planning approval to carry out the use or development described in this application and the accompanying documents and declare that: -

- The information in this application is true and correct.
- In relation to this application, I/we agree to allow Council employees or consultants to enter the site in order to assess the application.
- I/we confirm that I/we are the copyright holder or have the authority to sign on behalf of any person with copyright for documents to this application and authorities Council to provide a copy of this application to any person for assessment or statutory consultation.
- I/we authorise Council to provide a copy of any documents relating to this application to any person for the purpose of assessment or public consultation and agree to arrange for the permission of the copyright owner of any part of this application to be obtained.
- I acknowledge that if the application is discretionary that the application will be exhibited in the Council offices and on the Council website.
- I/We declare that the Owner has been notified of the intention to make this application in accordance with section 52(1) of the *Land Use Planning and Approvals Act 1993*.

Signature:		Date:	
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### If application is not the owner

If the applicant is not the owner, please list all persons who were notified of this application pursuant to section 52 of the *Land Use Planning and Approvals Act 1993*.

Name:	Method of notification:	Date of notification:

### If application is on or affect Council or Crown owned or administered land

If land affected by this application is owned or administered by the Crown or Council then the written permission of the relevant Minister (or their delegate) and/or the General Manager must be provided and that person must also sign this application form below:

I ..... being responsible for the administration of land at ..... declare that I have given permission for the making of this application by ..... for use and/or development involving .....

Signature: ..... Date: .....

*It is the applicant's responsibility to obtain any such consent prior to lodgement. Written requests for consent of the Council must be sent to General Manager. Request for Ministerial consent should be directed to the relevant department.*

# Application for Planning Approval

## CHECKLIST OF APPLICATION DOCUMENTS Taken from Section 8 of the Planning Scheme

An application must include:

- (a) details of the location of the proposed use or development;
- (b) a copy of the current certificate of title for the site to which the permit sought is to relate, including the title plan and any schedule of easements;
- (c) a full description of the proposed use or development; and
- (d) a description of the manner in which the proposed use or development will operate.

In addition to the above Council may, in order to enable it to consider an application, request such further or additional information as considered necessary or desirable to satisfy Council that the proposal will comply with any relevant standards, including:

- (a) a site analysis and site plan at an acceptable scale showing:
  - (i) the existing and proposed use(s) on the site;
  - (ii) the boundaries and dimensions of the site;
  - (iii) topography including contours showing AHD levels and major site features;
  - (iv) natural drainage lines, watercourses and wetlands on or adjacent to the site;
  - (v) soil type;
  - (vi) vegetation types and distribution, and trees and vegetation to be removed;
  - (vii) the location and capacity of any existing services or easements on the site or connected to the site;
  - (viii) existing pedestrian and vehicle access to the site;
  - (ix) the location of existing and proposed buildings on the site;
  - (x) the location of existing adjoining properties, adjacent buildings and their uses;
  - (xi) any natural hazards that may affect use or development on the site;
  - (xii) proposed roads, driveways, car parking areas and footpaths within the site;
  - (xiii) any proposed open space, communal space, or facilities on the site;
  - (xiv) main utility service connection points and easements;
  - (xv) proposed subdivision lot boundaries, where applicable.
- (b) where it is proposed to erect buildings, a detailed layout plan of the proposed buildings with dimensions at a scale of 1:100 or 1:200 showing:
  - (i) the internal layout of each building on the site;
  - (ii) the private open space for each dwelling;
  - (iii) external storage spaces;
  - (iv) car parking space location and layout;
  - (v) major elevations of every building to be erected;
  - (vi) the relationship of the elevations to natural ground level, showing any proposed cut or fill;
  - (vii) shadow diagrams of the proposed buildings and adjacent structures demonstrating the extent of shading of adjacent private open spaces and external windows of buildings on adjacent sites;
  - (viii) materials and colours to be used on roofs and external walls.
- (c) where it is proposed to erect buildings, a plan of the proposed landscaping:
  - (i) planting concept;
  - (ii) paving materials and drainage treatments and lighting for vehicle areas and footpaths; and
  - (iii) plantings proposed for screening from adjacent sites or public places.

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## **GUIDELINES FOR DEVELOPMENT IN AREAS WITHIN THE GLAMORGAN SPRING BAY COUNCIL (GSBC) BIODIVERSITY PROTECTION AREA OR IN AREAS CONTAINING NATIVE VEGETATION**

### **Who should read these guidelines?**

If you are planning to build or undertake a development on a property within the GSBC 'Biodiversity Protection Area' (see below for definition) or land containing **any** native vegetation, AND your development requires the clearing of **any** native vegetation (including for driveways and outbuildings), then these guidelines are for you.

### **What is the GSBC Biodiversity Protection Area?**

The GSBC Biodiversity Protection Area (BPA) incorporates land that is also zoned for a variety of uses, for example, 'rural living' and 'rural resource'. The BPA contains native vegetation and consequently supports 'biodiversity' (or 'natural') values. These values can be classified as high priority, medium priority or low priority depending on the type of vegetation or the species of plants and animals and their habitat that occur on the land.

### **The purpose of these guidelines**

The purpose of these guidelines is to provide advice in order to save you any unexpected delays in your development – and probably save you time and money in the long run. These guidelines should be considered prior to submitting any Development Application to Council.

### **Background**

The GSB Municipality is renowned for its unique biodiversity (short for biological diversity) and within it there are many 'hotspots' for threatened species, or in other words, those species that are at risk of extinction. Threatened species include both plants and animals (or flora and fauna). The Municipality also contains a number of vegetation types (or vegetation communities) that are also threatened with risk of extinction. Threatened flora, threatened fauna (including their 'core' habitat) and threatened vegetation communities are protected under various State and/or National legislation.

### **Requirements for a Development Application**

If your property contains, or is likely to contain, any threatened species or communities that may be impacted by your development, or if you want to clear a substantial area of non-threatened native vegetation, then you are likely to be required to submit to Council a 'Natural Values Survey Report' (also known as an 'Ecological Assessment' or 'Flora and Fauna Report') along with your Development Application.

However, just because your property contains threatened species or communities, or you wish to clear any native vegetation, this does **not** necessarily mean that you cannot undertake the development.

The purpose of a 'Natural Values Survey Report' is to determine the species and communities present in relation to the location of your proposed development and to provide recommendations including:

- How any potential impacts on natural values can be avoided, minimised or remedied on site,
- If the above is not feasible, then how potential impacts can be mitigated and how any residual impacts can be offset,
- Advises whether you will require permits under various legislation.

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## Determining if you need a 'Natural Values Survey Report'

### Step 1:

Contact the Natural Resource Management (NRM) Department at GSBC, providing your PID (Property Identification Number) and a broad description of your proposed development.

The NRM Department will make a determination as to whether or not a 'Natural Values Survey Report' will be required. This decision will in no way be an arbitrary decision but will be based on the best current scientific knowledge available through various Government databases. This knowledge is also available to the general public such as through the following links:

[www.naturalvaluesatlas.tas.gov.au](http://www.naturalvaluesatlas.tas.gov.au)

[www.thelist.tas.gov.au](http://www.thelist.tas.gov.au)

[www.threatenedspecieslink.tas.gov.au](http://www.threatenedspecieslink.tas.gov.au)

If a 'Natural Values Survey Report' is not required then proceed with your Development Application.

### Step 2:

If a 'Natural Values Survey Report' is required then contact a reputable environmental consultant to undertake a survey and provide you with a report.

Any reputable consultant will know that they are required to provide a report that is consistent with DPIPWE's 'Guidelines for Natural Values Surveys – Terrestrial Development Proposals', which can be found at:

<http://dpiipwe.tas.gov.au/Documents/Guidelines%20for%20Natural%20Values%20Surveys%20related%20to%20Development%20Proposals.pdf>

Appropriate consultants are listed in the yellow pages under Environmental Consultants or can be found on the web. It is advisable to ask for quotes from two or more consultants.

### Step 3:

Fill out your Development Application with consideration to the recommendations provided in your 'Natural Values Survey Report'.

### Step 4:

Submit your Development Application together with your 'Natural Values Survey Report' to Council.

## Relevant legislation

Threatened species are protected under one or both of the following pieces of legislation:

- Tasmanian *Threatened Species Protection Act 1995*.
- Commonwealth *Environment Protection and Biodiversity Conservation Act 1999*.

Threatened vegetation communities are protected under the:

- Tasmanian Nature Conservation Act 2002.

Other legislation relevant to the protection and management of native forest:

- Tasmanian Forest Practices Act 1985.

Legislation relating to noxious weeds and their impact on native vegetation:

- Tasmanian Weed Management Act 1999.

**For questions relating to any other aspect of the Development Application process contact the Council's Planning Department on 6256 4777**