

## Planning Permit Application for Development/Use

<b>Lodgement Date:</b>	<b>Property Id No:</b>
<b>Application No:</b>	<b>Zoning:</b>

**Proposal:**

*Provide details of both proposed works and use. If there is inadequate space, please provide an additional page with the application.*

**Location of Proposed Development:**

<b>Address:</b>	
Suburb/Town:	Postcode:
Certificate of Title No:	Lot No:

**Current Owners:**

**Applicant:**

*If the applicant is not the owner, it is the responsibility of the applicant to notify the owner that the application is being made.*

<b>Name (Mr/Mrs/Ms/Business)</b>	
<b>Postal Address:</b>	
Suburb/Town:	Postcode:
Telephone:	Email:

**Estimated Cost of Development:**

\$		<b>Footprint:</b>	<b>Existing:</b>
			<b>New:</b>

**Proposed Colours and Finishes:**

**Current Use of Site:**

**Signature on behalf of the Crown or Council if the proposal involves land administered or owned by the Crown or Council:**

**If you have had discussions with a Council Officer, please give their name:**

**Privacy Statement**

The personal information requested is personal information for the purposes of the Personal Information Protection Act 2004 ("the Act") and will be managed in accordance with the Act. The personal information is being collected by Kingborough Council ("the Council") for the purposes of managing, assessing, advising on and determining the relevant application in accordance with the Land Use Planning and Approvals Act 1993 and other related purposes. The personal information may also be used for the purpose of data collection.

The intended recipients of the personal information are Council officers, agents of the Council and/or data service providers and contractors engaged by the Council from time to time. The information may also be made publically available on the Council's website and available for any person to inspect in accordance with section 57 of the Land Use Planning and Approvals Act 1993. The supply of this information is voluntary. However, if you cannot provide or do not wish to provide the information sought, the Council will be unable to accept and/or process your application.

**Declaration:**

- I have read the Certificate of Title and Schedule of Easements for the land and I am satisfied that this application is not prevented by any restrictions, easements or covenants.
- I have arranged permission for Council's representatives to enter the land to assess this application.

- I declare I have obtained all copy licences and permission from the copyright owner for the publication, communication and reproduction of the application, information, reports, plans and materials provided with or as part of the application and for the purposes of managing, assessing, advising on and determining the application. I authorise the Council to:
  - Make available the application and any and all information, reports, plans and materials provided with or as part of the application in electronic form on the Council's website and in hard copy at the Council's office;
  - Make such copies of the application and any and all information, reports, plans and materials provided with or as part of the application which are, in the Council's opinion, necessary to facilitate a consideration of the application; and
  - Publish and or reproduce the application and any and all information, reports, plans and materials provided with or as part of the application in Council agendas, for representors, referral agencies and other persons interested in the application.

I indemnify the Council for any claim or action taken against the Council for breach of copyright in respect of the application and any and all information, report, plan and material provided with or as part of the application.

- **I declare that, in accordance with Section 52(1) of the Land Use Planning and Approvals Act 1993, that I have notified the owner of the intention to make this application. Where the subject property is owned or controlled by Council or the Crown. Their consent is attached. Where the application is submitted under Section 43A, the owner's consent is attached.**
- I declare that the information in this application is true and correct.

Applicant's Signature:

Date:

**ELECTRONIC APPLICATIONS ARE ENCOURAGED, EMAIL to: [development@kingborough.tas.gov.au](mailto:development@kingborough.tas.gov.au)**  
**PLEASE SEE CHECKLIST PAGE FOR APPLICATION REQUIREMENTS**

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15 Channel Highway, Kingston, Tasmania - Telephone (03) 6211 8200  
Email [kc@kingborough.tas.gov.au](mailto:kc@kingborough.tas.gov.au) - [Website www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

## **Important Requirements for submitting an application**

To ensure that we can process your application as quickly as possible, please read the following checklist carefully and ensure that you have provided all the necessary information. If you are unclear on any aspect of your application, please contact our Planning Department on 6211 8200 to discuss or arrange an appointment concerning your proposal.

All Development proposals require the following information to be provided at the time of submitting the application. However upon assessment, additional information may be requested.

- ❑ A completed 'Planning Permit Application form for development/use' form. Please ensure that this form has the correct address and contact details, contains an accurate description of the proposal and is signed and dated by the applicant.
- ❑ Relevant Application Fees
- ❑ A current full copy of the Certificate of Title (no less than 3 months old) to the land containing the:
  - Search Page
  - Plan, Sealed Plan or Diagram
  - Any Schedule of Easements, Covenants, Council Notifications or Conditions of Transfer
- ❑ 1 copy of fully dimensioned elevations, floor and site plans at an appropriate scale which includes a north point. These plans should show:
  - Location and dimensions of all existing and proposed buildings on the site and their uses.
  - External colours and finishes of all proposed buildings.
  - Lot dimensions and contours (related to Australian Height Datum where possible)
  - Finished surface levels
  - Finished floor levels of the building
  - Finished roof levels of the building
  - Maximum height of the building above natural ground level
  - The dimension and layout of all car parking spaces
  - Existing trees, nominating those to be removed and those to be retained
  - Extent of any site works (cut, fill and method of retaining)
- ❑ A written submission supporting the proposal and justifying any variations required to the provisions of the Kingborough Interim Planning Scheme 2015. If Council owned land a written submission of approval from the General Manager, for Crown land a written submission from the current Minister or Representative.

Commercial applications also require the following to be supplied in addition to the above:  
(This includes Tourist Accommodation applications)

- ❑ Full description of the proposal including:
  - Number of staff
  - Operating hours
  - Type and location of equipment to be used
  - Waste production and disposal
  - Signage
  - Truck movements and loading/unloading requirements
  - Car parking provisions