

Checklist *before* using the Director's Determination of Categories of Building/ Demolition Work

- This Checklist is a tool to identify key matters that an owner, builder or designer may need to take into consideration before they can make an informed decision as to which clause of the Director's Determination is applicable to proposed work.
- It can be used with the design and construction of any building, demolition or plumbing work, or associated land clearance, excavations or filling, or a change of use of existing premises.

Check for:	Details of matters to consider further or documents that may be needed:	More information from:	Considered? Y/N
Land Title Certificate(deeds) of the premises	Certificate of Title and registered surveyor's plans of land Shows registered owners, easements, restrictive covenants etc. applicable to that allotment and other information affecting that land	Land Title Office Land Surveyor Solicitor Service Tasmania shops (search titles for a fee)	
Site survey	Recent land surveyor's report to ascertain the Australian Height Datum and site conditions, distances from boundaries and other buildings	Land Surveyor	
Soil testing/ classification	To determine the properties of soil for the design of appropriate footings or a slab for the site. Tested to Australian Standard AS 2870	Soil scientist Engineering geologist Geotechnical consultant	
Planning/ Development	Planning Scheme provisions; is the proposal <ul style="list-style-type: none"> • Exempt? • No Permit required? • Permitted? • Discretionary? 	Local Council (planning) Heritage Tasmania (heritage matters)	

Check for:	Details of matters to consider further or documents that may be needed:	More information from:	Considered? Y/N
	Permitted zoning and use (and current use of site) Energy efficiency and shading Development (e.g. associated vegetation removal) Restrictive covenants on land Built Environment (heritage listed) or Aboriginal Heritage restrictions		
Location in Hazard Areas?	Bushfire-Prone Area or a – Bushfire Hazard Management Plan exists for those premises Landslip (in declared landslip areas) Coastal inundation prone area Coastal erosion prone area Flood-Prone Area	Local Council The List www.thelist.tas.gov.au Accredited Bushfire Hazard Assessor	
Hazardous materials or sites?	Asbestos Lead paints Former landfill sites Former industrial use on site or soil contaminants	WorkSafe Tasmania Licensed asbestos removalist	
Availability of Services?	Can land be seweraged, drained (stormwater or wastewater), or waste-water disposed of by onsite treatment, drinking water supplied, road access, electrical or telecommunications services TasWater approval – licensed designer can assess Assessments of capacity of the soil to disperse treated wastewater Electricity supply National Broadband Network	TasWater (water & sewerage) Council (stormwater, road access) Waste-water treatment designer (on-site systems) TasNetworks NBN Co.	

Check for:	Details of matters to consider further or documents that may be needed:	More information from:	Considered? Y/N
Special Licences required for activity?	<p>Is there a special licence for using that building or premises?</p> <ul style="list-style-type: none"> • Food licence required • Primary produce processing facility, abattoir or a dairy (licensed) • Child care centre licence required • Liquor licence required • Private hospital or medical procedures performed (licensed) 	See more information and contacts below	
Other licence?	Dangerous substances - storage or processing of large quantities	WorkSafe Tasmania	
Protection of Existing Services	<p>Effects of work on infrastructure, or easements of utilities or councils</p> <p>Position of buried drains, pipes, cables, wayleaves, onsite wastewater management land application areas</p> <p>Fire safety communications (monitored alarm systems)</p> <p>Approved Bushfire hazard mitigation measures (development or building applications)</p>	<p>Local Council</p> <p>TasWater</p> <p>TasNetworks</p> <p>TasGas</p> <p>Tasmania Fire Service or private alarm monitor service</p> <p>Dial before you dig (phone 1100)</p>	

Contacts for premises requiring a Special Licence

Name	Licence	Contact
Council's Environmental Health Officer	Premises for a food business (retail, wholesale etc.)	Local Council offices
Department of Primary Industries, Parks, Water and Environment Food Safety Management Officer	Primary Produce facility/ food processing/ dairy/ eggs/ abattoir	<p>Phone: 03 6165 3091</p> <p>Email: Owen.Hunt@dpipwe.tas.gov.au</p>

Name	Licence	Contact
Treasury (Liquor and Gaming Branch)	Liquor licence	(03) 6166 4040
Department of Education (Education and Care Unit)	Early Childhood Centre and School Age Care Facilities	6165 5425 or 1300 135 513 or ecu.comment@education.tas.gov.au
Department Health and Human Services Regulation and Licensing	Private hospitals and day procedure centres where medical and surgical procedures are undertaken	Ph.: 03 6166 3854 Email: hslicensing@dhhs.tas.gov.au

Useful contacts before starting any building, plumbing or demolition work

Name	Phone	Website
Heritage Tasmania	1300 850 332 (cost of a local call)	http://heritage.tas.gov.au/
Local Government Association of Tasmania (Council Contacts)	(03) 6233 5966	http://www.lgat.tas.gov.au/page.aspx
TasGas	Free call: 1800 438 427	https://www.tasgas.com.au/contact-us
TasNetworks	1300 127 777	www.tasnetworks.com.au
TasWater	136992	http://www.taswater.com.au/
WorkSafe Tasmania	1300 366 322	http://worksafe.tas.gov.au/