



Civic Centre
15 Channel Highway
KINGSTON TAS 7050
Ph: (03) 6211 8200
development@kingborough.tas.gov.au

Application to | Amend a Planning Permit and / or Endorsed Plans

Under Section 56 of the '[Land Use Planning and Approvals Act 1993](#)' (LUPAA)

Planning Permit Reference No:

Subject Site:

Address of the property that the above Planning Permit applies to. If there is more than one subject site, details for both must be included.

Address:

Suburb/Town:

Postcode:

Certificate of Title No:

Owner/s:

As per the current Certificate/s of Title.

Applicant:

If the applicant is not the owner, the applicant must gain the owner's consent and include their signature as part of this application in the space provided on page 3.

Name:

Email*:

Address:

Suburb/Town:

Postcode:

Phone:



Please Tick ✓

***CONSENT TO EMAIL ONLY**

*In accordance with the Electronic Transactions Act 2000, I consent to information relating to this application being given by electronic communication **ONLY** to the nominated email address above.*

*NOTE: If consent is not provided, all correspondence will be sent via email (where provided) **and** post by default.*

Current Stage of Development:

If commenced, describe how much development has been completed in accordance with the endorsed plans.

Signature of Council and/or Crown (if applicable):

If you are uncertain if this section applies, please see 'Requirements for Submitting this Application' on page 4 for further information.

If you have spoken to a Council Officer, please provide their name:

If you are unclear on any aspect of your application, please contact our Planning Department for advice or to arrange an appointment.

Kingborough Council

Civic Centre, 15 Channel Highway, Kingston TAS 7050
 (03) 6211 8200 kc@kingborough.tas.gov.au

Locked Bag 1, Kingston TAS 7050
 www.kingborough.tas.gov.au

PROPOSED AMENDMENTS *Please complete this section with as much detail as possible*

Reason for Amendment/s:

Proposed Amendment/s to Conditions:

Refer to all Condition numbers of the Planning Permit that are to be amended.

Proposed Amendment/s to Endorsed Plans:

List all changes to the plans. If there is not enough writing space, please provide an additional page with the application.

For the purpose of assessment, plans showing the proposed changes **clearly highlighted** must be provided.

Important Information | *Requests for Amendments to Permits and / or Endorsed Plans*

Pursuant to Section 56(2) of LUPAA, Council is able to amend a permit if it is satisfied that the amendment:

- ✓ Is not an amendment of a condition or restriction specified in the permit that is required, imposed or amended by the Tasmanian Civil & Administrative Tribunal (TASCAT); and
- ✓ Does not change the effect of a condition or restriction specified in the permit that is required, imposed or amended by TASCAT; and
- ✓ Will not cause an increase in detriment to any person; and
- ✓ Does not significantly change the use or development for which the permit was issued.

If an application does not meet these requirements, a new planning permit will be required.

DECLARATION Please read this section *carefully*, then sign and date at the bottom once complete.

▪ **Restrictions, Easements or Covenants**

I have read the Certificate of Title and the Schedule of Easements for the subject site and am satisfied that this application is not prevented by any restrictions, easements or covenants.

▪ **Access to Subject Site by Council Officers**

I give permission, as or on behalf of the Owner, for Council Officers to enter the subject site for the purpose of assessment of this application.

▪ **Copyright of Application and Materials**

I declare that I have obtained all copy licenses and permissions from the copyright owner for the publication, communication, and reproduction of this application and any and all materials provided with or as part of the application for the purposes of managing, assessing, advising on and determining the application.

In direct reference to this application and any and all information, reports, plans and materials provided with or as part of the application, I authorise the Council to:

- Make copies of these documents which are, in the Council's opinion, necessary to facilitate consideration of the application; and
- Publish and reproduce these documents for referral agencies and other persons interested in the application.

I indemnify the Council for any claim or action taken against them for breach of copyright in respect of this application and any and all information, reports, plans and materials provided with or as part of the application.

▪ **Owner's Consent**

In accordance with Section 56(1) of *LUPAA*, the Owner/s have consented to the making of this application, and their signature has been provided below. Where the subject site is managed or owned by the Council and/or the Crown, their consent is attached.

▪ **I declare that the information provided in this application is true and correct.**

Applicant's Signature:

Date:

If the Applicant is NOT the Owner:

Owner's Signature:

Date:

☐

OWNER CONSENTS TO EMAIL ONLY CORRESPONDENCE as outlined for the Applicant on page 1 of this application

Email address:

Electronic applications are encouraged – please email to development@kingborough.tas.gov.au

Please see the following 'Requirements for Submitting this Application'

Privacy Statement

The completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of the Kingborough Council to advance the purposes of this form and to carry out Council business. The *Personal Information Protection Act 2004* and Council's Privacy Policy regulate the use of this information, which will not be disclosed to any other party, except with your permission or if required or authorised by law. You may make application to access or amend personal information held by Council by contacting Customer Service. Should you not provide the information sought, Council will not be able to process this form.

Requirements for Submitting this Application | *Minor Amendment*

Please ensure that you have provided all necessary information outlined below. Further information to allow assessment of your application may be requested following its initial assessment after lodgement.

✓ DOCUMENT

Description of Requirement/s

☐ Application Form

Must be completed with correct permit, address and contact details, an accurate description of the proposed amendments, and signed and dated by the Applicant and Owner (where the Applicant is not the Owner).

☐ Certificate of Title

Titles can be obtained online at www.thelist.tas.gov.au

Must be a current full copy (no older than 3 months) and contain:

- ☐ Folio Text
- ☐ Folio Plan
- ☐ Any of the following that are applicable to the subject site/s;
 - Schedule of Easements
 - Agreements pursuant to section 71 or section 78 of LUPAA
Commonly referred to by Council as 'Part 5 Agreements'
 - Council Notifications
 - Conditions of Transfer

☐ Amended Plans

If applicable, your application must include amended plans showing any proposed changes to the following:

- 1) Site Plans
- 2) Floor Plans
- 3) Elevation Plans

Each of the above must be drawn at an appropriate scale and include a North point.

PLEASE NOTE: The description of this requirement is provided as a minimum. Additional information and detail may be requested to assess your application against the relevant standards of the Scheme.

Must show any changes as they relate to and/or effect the following:

1) Site Plans:

- ☐ Uses, location, setbacks and dimensions of all existing and proposed buildings *and clearly indicate which are existing and proposed*
- ☐ Lot dimensions and contours *as they relate to the [Australian Height Datum](#)*
- ☐ The layout, dimension, and surface treatment of all car parking spaces and accessways
- ☐ Existing trees *and indicate which are to be retained and which are to be removed*
- ☐ Extent of any site works *e.g. cut, fill and method of retaining*
- ☐ Stormwater design and disposal

2) Floor Plans:

- ☐ Room dimensions and floor layout *including a schedule of areas*
- ☐ Location of all internal and external walls
- ☐ All doors and windows
- ☐ Decks, landings and external stairs *as relevant*

3) Elevation Plans:

- ☐ External colours and finishes of proposed buildings
- ☐ Finished surface levels
- ☐ Finished floor and roof levels of proposed buildings
- ☐ Maximum height of proposed buildings above natural ground level
- ☐ Extent of any site works *e.g. cut, fill and method of retaining*
- ☐ Notation of which elevation (i.e. north, south, etc.) and which building

☐ Consent of the Crown/Council

If the proposal involves land that is managed or owned by Kingborough Council and/or the Crown, written permission must be included in this application from;

- ☐ the Chief Executive Officer of the Council; and/or
- ☐ the Minister of the Crown; or
- ☐ their delegate *with an Instrument of Delegation*

A signature from the above must also be included in the space provided on page 1.