

Office Use Only	
Application No	PID
Property Parcel No	

## LATROBE COUNCIL

### DEVELOPMENT APPLICATION

Application for Development Permit under Section 58 or Section 57  
of the *Land Use Planning and Approvals Act 1993*

1 Full Name of Applicant(s):.....

2 Postal Address of Applicant(s).....

..... Phone:.....

Mobile No.: ..... Email: .....

3 Full Name of Owner(s): .....

4 Postal Address of Owner(s): .....

..... Phone:.....

Mobile No. .... Email: .....

5 Present Use of the Land:.....

6 Proposed Use and/or Development (subject of this application): .....

.....

At (Location of property): .....

.....

Certificate/s of Title reference: .....

7 Estimate of works: .....

8 Supporting Details: **A CHECK LIST IS PROVIDED ON THE NEXT PAGE AND MUST BE ACKNOWLEDGED AND SIGNED BY THE APPLICANT.**

Signed ..... Dated:.....

## CHECKLIST - APPLICATION DOCUMENTATION:-

1. A copy of the Certificate of Title, Folio Plan and any Schedule of Easements (if any) for the subject land
2. A copy of all plans and specifications for the proposed development, including the following where applicable.
  - (a) A site plan, drawn to scale, showing:
    - the location of all existing and proposed development on the title;
    - i. the dimensions and use of all buildings and /or development;
    - ii. the distances of buildings from each other and the title boundaries;
    - iii. the location of the on-site waste water management system and drains in relation to the building development and the title boundaries; and
    - iv. the location of access and car parking arrangements.
  - (b) Detail in regard to:
    - i. site preparation, including details of buildings and works to be demolished, areas to be cut and filled and trees to be removed and other land clearing;
    - ii. advertising signs including dimensions, wording, logos, colours, illumination, supporting structures and positions on land, building and works;
    - iii. floodlighting and other exterior lighting including the location and direction of light sources and the strength of illumination;
    - iv. landscaping; including location, dimensions and detail of site enhancement, tree planting and screening;
    - v. materials proposed for construction purposes and the colour of such materials on all exterior surfaces;
  - (c) Floor plans and elevations of proposed buildings, relative site levels, provisions for drainage and the purpose of rooms, other enclosed spaces and structures;
  - (d) Description of proposed use including:
    - i. Number of employees;
    - ii. Number, type and frequency of vehicles servicing the site;
    - iii. Any hazardous chemicals to be stored on the site; and
    - iv. Hours and days of operation.

## HERITAGE TASMANIA INFORMATION

- |     |   |     |   |    |
|-----|---|-----|---|----|
| (a) | Is the property on the Tasmanian Heritage Register?         | Yes | / | No |
| (b) | Have you sought advice from Heritage Tasmania?              | Yes | / | No |
| (c) | Has a Certificate of Exemption been sought for these works? | Yes | / | No |

## TO BE COMPLETED BY THE APPLICANT:-

I/We declare that the information given is a true and accurate representation of the proposed development. I/We understand that the information and materials provided with the development application may be made available to the public and that the Council may make such copies of the information and materials as in its opinion are necessary to facilitate a thorough consideration of the Permit Application. I/We have obtained the relevant permission of the copyright owner for the communication and reproduction of the plans accompanying the development application for the purposes of assessment of that application. I/We indemnify the Latrobe Council for any claim or action taken against it in respect of breach of copyright in respect of any of the information or material provided.

I/We also acknowledge that, in the course of inspections and investigations relating to this application, it may be necessary for Council officers to enter upon the land which is the subject of this application. Accordingly, permission is hereby given for that purpose provided reasonable attempts are made on site to inform any resident or occupant at the time.

Print Name .....

Date: .....

## INSTRUCTION FOR MAKING A PERMIT APPLICATION

### **(a) Use or development?**

The application must provide a full description of the proposed use and/or development and of the manner in which the use and/or development is to operate.

“Use” is the purpose or manner for which land is utilised. “Development” is any site works (including any change in natural condition or topography of land and the clearing or conversion of vegetation), and the construction, alteration, or removal of buildings, structures and signs, required in order to prepare a site for use or to change existing conditions within a site. Subdivision is development.

Clause 8.2 Latrobe Interim Planning Scheme 2013 provides the use classes by which all use or development must be described. Development must be categorised by reference to the use class it is to serve.

### **(b) Required Information**

Adequate statements, plans and specifications must be included within the permit application to address and demonstrate compliance with all applicable requirements of the planning scheme, including any site analysis, impact report and recommendation, and advice, consent or determination required from a State agency or utility entity.

The application must clearly identify the documents relied upon for determination.

Section 51(1AC) *Land Use Planning and Approvals Act 1993* provides that a permit application is not valid unless it includes all of the information required by a planning scheme. Clause 8.1 Latrobe Interim Planning Scheme 2013 prescribes the minimum information that is necessary in order to complete a valid permit application.

S54 *Land Use Planning and Approvals Act 1993* provides that the planning authority may require the applicant to supply further information before it considers a permit application. If the planning authority requires further information to more particularly address one or more of the applicable requirements of the Latrobe Interim Planning Scheme 2013, the statutory period for determination of a permit application does not run until that information is answered to the satisfaction of the planning authority

### **(c) Applicable Provisions and Standards**

The permit application must be assessed against the applicable provisions and standards of the Latrobe Interim Planning Scheme 2013.

The application is to identify by reference the clauses it relies upon to demonstrate compliance. (eg *clause 10.4.3 (A1 – AA4, and P5)*)

### **(d) Discretionary Permits**

If a permit is discretionary the permit application must be notified for a period of 14 days to allow opportunity for any interested person to consider the proposed use and/or development and to provide comment on the discretionary matter.

If a permit application relies on performance criteria to satisfy an applicable standard or is discretionary under another provision of the interim planning scheme, the permit is discretionary only with respect to that standard.

The Council must have regard to all representations received during the notification period on a discretionary matter when determining whether to grant or refuse a permit.

### **(e) If the applicant is not the landowner**

If the applicant is not the owner of the land in the use or development site, the applicant is required to notify all of the owners either prior to or within 7 days from the date of making the permit application.

The permit application must identify all of the landowners; and the applicant must sign the application form to acknowledge the obligation to advise such landowners that the permit application has been made.

If the site includes land owned or administered by the Latrobe Council or by a State government agency, the consent in writing from the Council or the Minister responsible for Crown land must be provided at the time of making the application.

### **(f) Applicant declaration**

It is an offence for a person to do any act that is contrary to a compliance requirement created under the section 63 *Land Use Planning and Approvals Act 1993*. The applicant is required to complete a declaration that the information given in the permit application is true and correct.

### **(g) Payment of Fees**

The Council is not required to take any action on the permit application until all the relevant fees have been paid.

**If the permit application involves land owned or administered by the LATROBE COUNCIL**

Latrobe Council consents to the making of this permit application.

General Manager (Signature)

Date

**If the permit application involves land owned or administered by the CROWN**

I, the Minister responsible for the land, consent to the making of this permit application.

Minister (Signature)

Date




**Notification of Landowner/s (s.52 Land Use Planning and Approvals Act, 1993)****If land is not in applicant's ownership**

I, \_\_\_\_\_ declare that the owner /each of the owners of the land has/have been notified of my/our intent to make this permit application.

Applicant's signature:

Date

Fee & payment options – Please pay fee when lodging your completed application form

	<b>Payment in Person</b> Customer Service hours are between 8.00am and 4.30pm, Mon-Fri. Payment may be made by cash, credit card, cheque or EFTPOS.
	<b>Payment by Mail</b> Cheques should be made payable to Latrobe Council and posted to The General Manager, Latrobe Council, PO Box 63, Latrobe, Tasmania 7307.
	<b>Credit Card Payment by Phone</b> Please contact the Latrobe Council offices on 6426 4444. Customer Service hours are between 8.00am and 4.30pm, Monday to Friday.

Office Use Only	
Date received	
Permit Pathway (please circle)	Permitted / Discretionary
Use Category	
Proposal	
Application Fee	