



INFORMATION CHECKLIST

The following information checklist will help you prepare your planning permit application. Please note that Council has the right to request additional information.

When assessing your application, Council officers need to understand how you are seeking to comply with the Applicable Standards under the planning scheme. A report explaining how you have met the Acceptable Solution (eg the prescribed distance identified for a setback), or how you comply with the Performance Criteria (eg how your proposed setback is compatible with other setbacks in the street given the topography of the land, road design etc) will help Council officers assess your application. Submitting this information may reduce the time needed to assess your application and the need for Council to ask for further information.

Application form

A planning application form is available from Council offices or from Council's website. The form requires the applicant to provide basic information such as:

- The address of the proposed use or development.
- Applicant's contact details.
- A description of the proposed use or development.
- Details about how the proposed use or development will operate, including access and parking, signage, hours of operation, number of employees, connection to services (sewage, stormwater etc).

Note: If you are not the owner of the land you will need to sign the declaration on the application form indicating that you have notified the owner of the land. If the landowner is Council or the Crown (government) you will need to include their written consent and their signature on the form.

Title

A copy of the current Certificate of Title for the site, including the title plan and any schedule of easements must be provided with the application.

Specialist reports or planning reports

A covering letter or planning report providing additional information can assist Council to assess your application. This should include any information which demonstrates how the proposal complies with the relevant standards and purpose statements for the zone your development is in, and how it meets any planning codes or specific area plans affecting the subject land. Specialist reports such as geotechnical reports or flood studies may also be required.

Plans

Three copies of plans detailing the proposal are required. The plans must be dimensioned, include a north directional arrow, be drawn to scale and should consist of:

- a) A site analysis and site plan at an acceptable scale showing:
- the existing and proposed use(s) on the site
 - the boundaries and dimensions of the site
 - topography including contours showing Australian Height Datum (AHD) levels and major site features
 - natural drainage lines, watercourses and wetlands on or adjacent to the site
 - soil type
 - vegetation types and distribution, and trees and vegetation to be removed
 - location of any ecological, cultural, historical or archaeological features
 - the location and capacity of any existing services or easements on the site or connected to the site
 - existing roads and pedestrian and vehicle access to the site
 - the location of existing and proposed buildings on the site
 - the location of existing adjoining properties, adjacent buildings and their uses
 - any natural hazards that may affect use or development on the site such as:
 - bushfire hazard
 - site contamination
 - landslide
 - flooding
 - coastal erosion hazard
 - proximity to uses with potential to cause environmental harm
 - acid sulphate soil
 - dispersive soil
 - proposed roads, driveways, car parking areas and footpaths within the site
 - any proposed open space, communal space, or facilities on the site
 - main utility service connection points and easements
 - proposed subdivision lot boundaries, where applicable.
- b) Where it is proposed to erect or extend buildings, a detailed layout plan of any existing buildings and the proposed buildings with dimensions at a scale of 1:100 or 1:200 showing:
- the internal layout of each building on the site
 - the private open space for each dwelling
 - external storage spaces
 - car parking space location and layout
 - elevations of every building to be erected
 - the relationship of the elevations to natural ground level, showing any proposed cut or fill
 - 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
 - materials and colours to be used on roofs and external walls
 - a plan of proposed landscaping detailing:
 - planting concept
 - paving materials and drainage treatments and lighting for vehicle areas and footpaths
 - plantings proposed for screening from adjacent sites or public places.

- (c) Where a subdivision is proposed, plans should detail:
- proposed lots showing distinguishing numbers, lot areas and dimensions, and any building areas
 - proposed roads, vehicle accesses, footpaths and cycle paths, or any other links through or to and from the site
 - means of supplying water and drainage of lots, including location of any service connection points
 - position of any existing or proposed easements over the land or adjoining property
 - proposed open space, communal space, or facilities on the site, including means of access and relationship to any natural features or adjoining public open space
 - provision of lighting and safe access routes for pedestrians through the subdivision
 - proposed landscaping including planting concept, proposed paving materials and drainage treatments
 - proposed site rehabilitation works.

Environmental Supplement

An Environmental Supplement is required for all commercial and industrial applications, and for most large scale subdivisions. Information on issues such waste management, soil and water management and vegetation removal should be provided.

Construction management report

For proposals and subdivisions involving site preparation and construction works, detail how the works will be undertaken in accordance with best practice management to limit the potential for significant impacts arising from any of the following:

- soil loss and associated sedimentation of watercourses, wetlands and stormwater infrastructure
- the spread of weeds
- the spread of soil pathogens
- waste management
- car parking, traffic flow and circulation during construction.

Fees

Please refer to the [fees and charges register](#).

Help us to help you

Providing all of the necessary information in the required formats helps us process your application quickly and efficiently.

Where do I find out more?

- View the Glenorchy Interim Planning Scheme at <http://iplan.tas.gov.au>
- Visit Council's website at www.gcc.tas.gov.au
- Email Council at gccmail@gcc.tas.gov.au
- Phone a council planner on (03) 6216 6800
- Visit us at the Council offices, 374 Main Road, Glenorchy.