

## Checklist – Development 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 the following at the time of lodging the application.

The below check list explains what sections and forms you, as the applicant, are responsible for completing and which sections and forms need to be completed by your chosen professionals. Note that Council may require additional information in accordance with section 54 of the *Land Use Planning and Approvals Act 1993*.

If you are unclear on any aspect of your application, please contact Flinders Council by phone (03) 6359 5001 or by email at [development.services@flinders.tas.gov.au](mailto:development.services@flinders.tas.gov.au) to discuss or arrange an appointment concerning your proposal.

| Document   | Applicant Check          | Office Check |
|--|--------------------------|--------------|
| <p><b>Planning Permit Application Form</b></p> <p>Please ensure that the information provides an accurate description of the proposal, has the correct address and contact details, and is signed and dated by the applicant. Ensure that the landowner has been notified if different from applicant – government land manager to sign if applicable.</p>   | <input type="checkbox"/> |              |
| <p><b>Certificate of Title</b></p> <p>A current copy of the Certificate of Title for all lots involved in the proposal. The title details must include the folio text and folio plan.</p>  | <input type="checkbox"/> |              |
| <p><b>Site Plan</b></p> <p>A site plan for the proposed use or development drawn, unless otherwise approved, at a scale of not less than 1:200.</p> <ul style="list-style-type: none"> <li>• Clearly define existing and proposed structures and/or buildings on the site</li> <li>• Show geographic North bearing</li> <li>• Show all block dimensions, distances from boundaries to proposed building (setbacks), easements, right of way</li> <li>• Show contour lines across block</li> <li>• Show access to the site and areas set aside for parking and manoeuvring of vehicles</li> <li>• Show all vegetation on the site and indicate what if any is to be removed</li> <li>• Show adjoining uses i.e., vacant land or indicate where house etc. may be located</li> </ul> | <input type="checkbox"/> |              |

