

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 to discuss or arrange an appointment concerning your proposal.

Document	Applicant Check	Office Check
Planning Permit Application Form 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.		
Certificate of Title 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.		
Site Plan A site plan for the proposed use or development drawn, unless otherwise approved, at a scale of not less than 1:200. Clearly define existing and proposed structures and/or buildings on the site Show geographic North bearing Show all block dimensions, distances from boundaries to proposed building (setbacks), easements, right of way Show contour lines across block Show access to the site and areas set aside for parking and manoeuvring of vehicles Show all vegetation on the site and indicate what if any is to be removed Show adjoining uses i.e., vacant land or indicate where house etc. may be located		

Document	Applica nt	Office Check
Plans and Elevations Of all proposed and existing buildings, at a scale no smaller than 1:100 and no larger than A3, showing internal layout and materials to be used on external walls and roofs and the relationship of the elevations to natural ground level, including any proposed cut or fill.		
 Floor Plan - 1 copy show all room sizes and overall dimension of proposed building show location of all fixtures in kitchen and wet areas (e.g., sinks, bath, WC, shower etc.) show dimensions of all windows 		
 Elevations - 1 copy show all external features and direction of opening of windows specify all roof and wall cladding materials to be used show building height and floor to ceiling heights show degree of roof pitch 		
Planning report addressing all Acceptable Solutions/Performance Criteria applicable		
On-site Wastewater Management Plan (if required)		

How to lodge your application:

Flinders Council recommends that applications be lodged via email to development.services@flinders.tas.gov.au

Or alternatively may be posed or hand delivered to:

Flinders Council Development Services

4 Davies Street, PO Box 40, Whitemark TAS 7255

Phone: (03) 6359 5001

For information on application fees please refer to the current fees and charges, at www.flinders.tas.gov.au/fees-and-charges.