

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.

Applicant to complete:

Documentation	Applicant Check	Office-only Check
A completed Development Application Form <i>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 land owner has been notified if different from applicant - government land manager to sign if applicable.</i>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
A site plan for the proposed use or development drawn, unless otherwise approved, at a scale of not less than 1:200. <ul style="list-style-type: none"> ○ Clearly define existing and proposed structures and/or buildings on the site ○ Show geographic North bearing ○ Show geographic North bearing ○ Show all block dimensions, distances from boundaries to proposed building (set-backs), 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 	<input type="checkbox"/>	<input type="checkbox"/>
Plans and elevations of 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.	<input type="checkbox"/>	<input type="checkbox"/>

<p>Floor Plan - 1 copy</p> <ul style="list-style-type: none"> ○ show all room sizes and overall dimension of proposed building ○ show location of all fixtures in kitchen and wet areas (eg; sinks, bath, WC, shower etc) ○ show dimensions of all windows <p>Elevations – 1 copy</p> <ul style="list-style-type: none"> ○ 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 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<p>Bushfire Hazard Management Plan – (If required)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Special Plumbing Information (on-site wastewater) Provide report by suitably qualified person and Form 59; or Speak with Council EHO*</p>	<input type="checkbox"/>	<input type="checkbox"/>

How to lodge your application:

Mail to

Development Services
Flinders Council
5 Davies Street, Whitemark TAS 7255

Contact

Phone: 6359 5001
Fax: 6359 2211
Email: development.services@flinders.tas.gov.au

In Person

Flinders Council Office
5 Davies Street, Whitemark TAS 7255

Flinders Council recommends that applications be lodged by email at development.services@flinders.tas.gov.au or alternatively by hand to front office. For information on application fees please contact Flinders Council by phone on (03) 6359 5001

** Due to the remoteness of the Flinders Municipality, Council may be able to provide assistance for some of the requirements at an additional fee.*