



Planning, Building & Plumbing in the Flinders Municipality

Information Pack

May 2022



Introduction

Flinders Council has compiled this information pack to assist applicants in understanding the planning, building, and plumbing approval processes within the Flinders Municipality. The document provides a range of information including frequently asked questions, checklists, flowcharts, and commonly used forms. These resources should be used when preparing applications to avoid delays; ensuring that all required information is submitted.

For more information, visit the website at www.flinders.tas.gov.au/development or get in contact with the Development Services team at development.services@flinders.tas.gov.au or on (03) 6359 5001



Planning

Planning is the name given to the process that regulates the use and development of land and is the first step in the approvals process. A Planning Application may be required for proposals such as subdivision, building, alterations, and changes of use.

Proposals are assessed against the Tasmanian Planning Scheme (TPS) and the Flinders Local Provisions Schedule (LPS) and any applicable Codes. Your development will fall into one of four classifications:

1. Exempt or No Permit Required

Certification may be issued to confirm this.

2. Permitted (requires a Planning Permit)

Planning Permit required

3. Discretionary (includes a 14 day advertising period)

Planning Permit required

4. Prohibited (unable to be accommodated)

Council is unable to accept a development application

*Please note building, plumbing and other approvals may also be required and cannot be progressed without planning approvals.

Zone, Use and Development

The TPS and LPS dictate the use of land, the type of development proposed, in what location (zone) and the potential impacts (overlays).

The property zone, including overlays, and proposed use will determine your classification and the development standards you are required to meet.

To find out what zone and other useful planning information relates to your property, visit [Land Information System Tasmania \(The LIST\)](#). Using LISTmap, the online mapping tool, you can find out a property's current zoning and overlays by entering a street address, Certificate of Title number, or Property ID Number (PID).

Please visit Flinders Council website to watch a tutorial video and follow instructions on accessing LISTmap – www.flinders.tas.gov.au/zone-mapping.

Pre-lodgment Advice

Council encourages you to complete a [Development Enquiry Form \(001 Form\)](#) - enclosed in this pack. This is free service offered to advise if a particular use or development will require a permit and can also identify missing information that is required to complete a Planning Application.



Building

Building regulations exist to protect people's health and safety. It is Council's responsibility to ensure that the State Government Building Regulations are followed.

The [Building Act 2016](#) and the [Building Regulations 2017](#), require all building and demolition work to be placed into categories based on the level of risk associated with the work. While most of these categories require you to obtain building or plumbing approval, some do not. Before starting any building or demolition work at your property:

1. Be certain about whether your work requires a planning permit

Planning permits are different from building or plumbing approvals. A planning permit may be required before any other approvals are granted. For more information on planning permits, visit <https://www.flinders.tas.gov.au/planning-development/> or contact Development Services

2. Be certain about the category of your building, plumbing or demolition work

Building regulations are complex and mistakes can be costly. Under the [Building Act 2016](#), your work is required to be placed into one of four categories. If you are unsure, you will need to contact a building surveyor to provide you with advice on the category of your work and the types of approvals you will need. For more information about the categories of work visit *Tasmanian Consumer Building and Occupational Services* at www.cbos.tas.gov.au

3. Be certain your designers, tradespersons and consultants are accredited in Tasmania

Tasmania-accredited persons must be engaged to provide structural and technical advice to an independent building surveyor. To find a licensed tradesperson, search licensed occupations at www.cbos.tas.gov.au

Building Levies

Please note that State Government fees are **payable on all work valued at \$20,000 or more** regardless of the building work category. These fees are collected by the Permit Authority at Council office.

Building Surveyors

A building surveyor will be able to provide you with advice on the category of your work and the types of approvals you will need. Council does not provide building surveying services; you will need to engage a private surveyor to conduct assessments and inspections for your project. To find a licensed building surveyor, search licensed occupations at www.cbos.tas.gov.au.

Owner Builder

An owner builder must apply for owner builder status and a building permit for each project they undertake. This is regardless of the risk category which would be applied to the work if it were undertaken by a licensed builder. For information on the requirements and how to apply for an owner/builder permit, search owner builder permits at www.cbos.tas.gov.au.

Building Inspections

Depending on the scope of your building work, inspections may be required to be carried out during construction and at completion of the work. Your building permit will list the stages when inspections are required.

Booking Inspections

You can arrange building inspections by contacting your building surveyor.

Building Inspection Subsidy

With Council ceasing internal building surveying services in 2020, applicants are now required to engage an independent practitioner. The building inspection subsidy was introduced to assist owners with the associated costs and is available to all building applications lodged from July 1st, 2020. Eligible projects may apply upon completion of works, please refer to the current fees and charges for subsidies, available at www.flinders.tas.gov.au/fees-and-charges.

To apply complete the application form, available at www.flinders.tas.gov.au/applications-forms or from the Council office and submit with a copy of the Certificate of Completion.

Visitor Accommodation

If you are wanting to list your property on Airbnb or similar you will need to ensure compliance with the relevant legislation, codes, and regulations.

For any existing dwellings or residential premises where a fee is being charged for the use of short or medium term visitor accommodation, owners must:

1. Ensure the correct planning approvals are in place for this Use OR submit for a 'Change of Use' Application – available at www.flinders.tas.gov.au/applications-forms; and
2. Submit a Building Self-Assessment to declare building compliance and/or determine whether additional obligations are required – available at www.flinders.tas.gov.au/applications-forms

Plumbing

The [Building Act 2016](#) and [Plumbing Regulations 2014](#) govern plumbing works in Tasmania. Plumbing work is also categorised based on the level of risk associated with the work and is determined by Council's plumbing surveyor.

If you are engaging a building surveyor, they will generally lodge the application for a plumbing permit or Certificate of Likely Compliance (CLC) alongside the Building Application.

It is your responsibility as the property owner, in conjunction with your building surveyor, to ensure that a CLC and/or plumbing permit is in place prior to commencement of any plumbing work. If you believe a plumbing permit is not required, you should seek confirmation from Council's plumbing surveyor prior to commencing any works.

To obtain a plumbing referral contact please complete a [Development Enquiry Form \(001 Form\)](#) - enclosed in this pack. This is free service offered to advise if a particular use or development will require a permit and can also identify missing information that is required to complete a Plumbing Application.

On-site wastewater

Please note there is no reticulated sewerage system connection available in the Municipality. As such, you need to consider the requirements for an On-site Wastewater Management System (OWMS). Prior to installation or modification of an OWMS, approval must be obtained from Council. This is achieved by engaging a suitably qualified person to design a system for you. This report must then be submitted with a Plumbing Application to the Council's Permit Authority. Any proposed system must be accredited under the Tasmanian Plumbing Code. For more information visit www.cbos.tas.gov.au.

Plumbing Inspections

Depending on the scope of your plumbing work, inspections may be required to be carried out during construction and at completion of the work. Your plumbing permit will list the stages when inspections are required.

Booking Inspections

You can arrange plumbing inspections by contacting Development Services. The plumbing surveyor generally visits the Municipality on the first Wednesday of each month.



FAQs

Do I need a Planning Permit?

If you are unsure if you need to apply for a Planning Permit, please complete a [Development Enquiry Form \(001 Form\)](#) and submit it to Development Services. This completed form will provide the information needed to determine if you require a permit or are exempt.

How do I apply for a Planning Permit?

Complete a [Planning Permit Application Form](#) and lodge, along with supporting documentation, to Development Services.

How much does a Planning Permit cost?

An application fee(s) is issued following the submission of a Permit Application, and payment is required before Council commences their assessment. Please refer to the current fees and charges available at www.flinders.tas.gov.au/fees-and-charges for more information.

How long does it take to get a Planning Permit?

Processing times will vary depending on:

- the complexity of the application;
- the number of applications already being considered by Council;
- whether all necessary information has been provided at the beginning; and
- whether the application is Permitted or Discretionary

Permitted Applications

Section 58(2) of the Land Use Planning and Approvals Act (LUPAA), requires a Council to grant a permit, with or without conditions, on any permitted application **within 28 days*** of the application being received by the Council.

Discretionary Applications

Section 57(1) of The Land Use Planning and Approvals Act (LUPAA), requires Council to decide on a discretionary application **within 42 days*** of receiving it. In that time, Council must **advertise** the application and allow **14 days** for representations to be received.

**Additional information may be requested by the Council, in this case, the timeframe is paused until the information is received and is to the Council's satisfaction.*

Should I engage a professional to assist with my planning application?

If your application is straightforward and, for example, involves a change of use with little structural alterations to the building, you may not need professional advice. In many cases though, it is recommended that you seek professional assistance with the application, specifically where detailed drawings and/or site analysis is required.

How long is a Planning Permit valid?

A Planning Permit will lapse **two years** after the date planning approval was granted if a substantial commencement on the development has not been made. **Once a**

substantial start has been made your permit is active into perpetuity and will not lapse or cease. To determine if you have made a substantial commencement, please get in touch with Development Services.

I have a Planning Permit, what is the next step?

Read your conditions! If the permit is for a built structure, you may also need to apply for Building and Plumbing Permits.

How do I apply for a Building Permit?

To apply for a permit, a building surveyor must be engaged to issue a Certificate of Likely Compliance (CLC). The building surveyor will collate and certify all the documents that form part of the Building Application and submit, with the CLC, to Council. Once the relevant fees are paid to Council, a Building Permit will be issued.

**Tasmania-accredited persons must be engaged to provide structural and technical documentation.*

How do I apply for Plumbing Permit?

Complete a [Plumbing Permit Application Form](#) and lodge, along with supporting documentation, to Development Services. The building surveyor, designer, and/or the registered plumber undertaking the project may assist you in this process. Alternatively contact Council for a referral to our plumbing surveyor.

**Tasmania-accredited persons must be engaged to provide structural and technical documentation.*

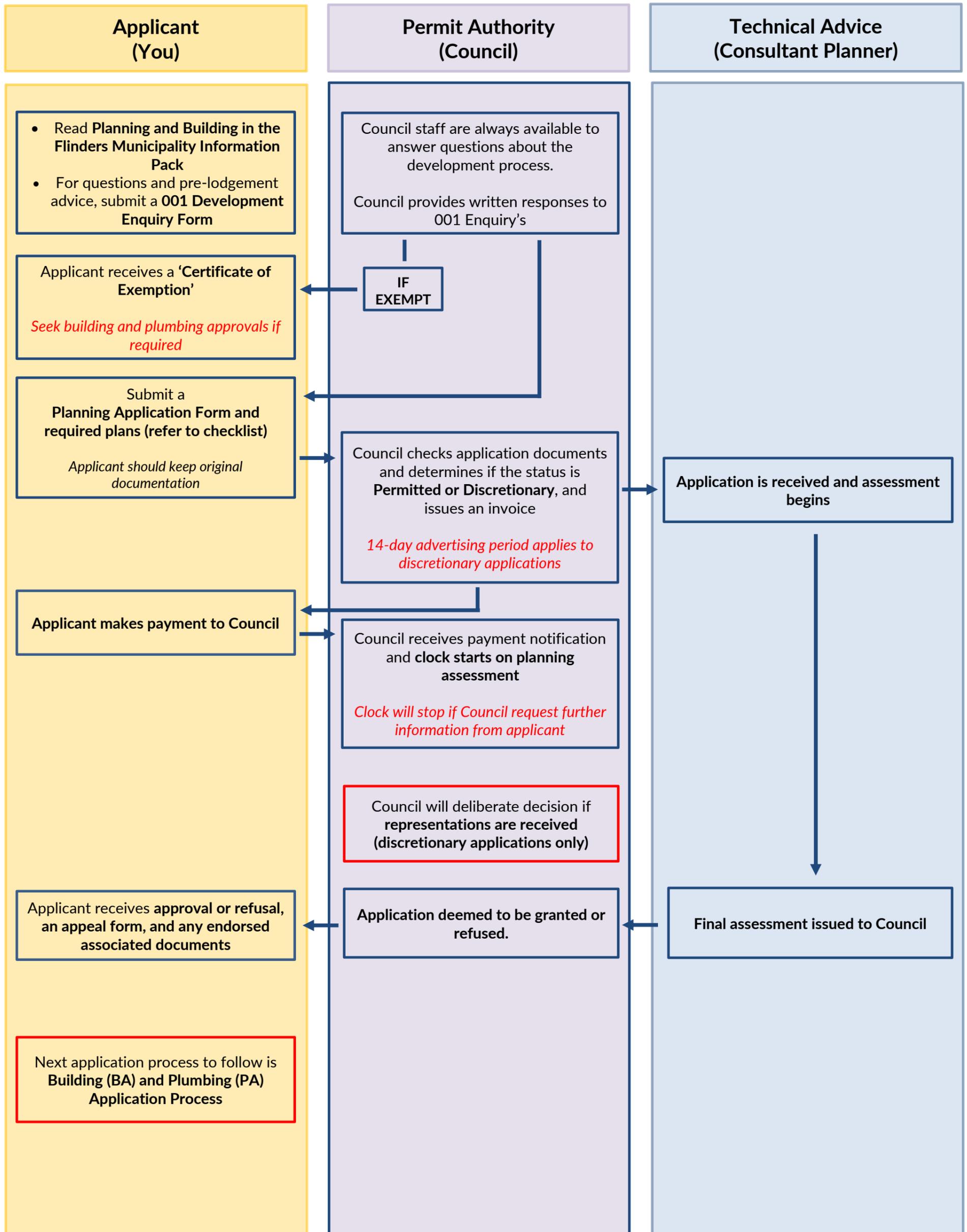
How do I find Tasmanian trades and consultants?

To find qualified local drafts people, architects, and builders visit our Furneaux Business Directory at www.flinders.tas.gov.au/furneaux-business-directory. For a comprehensive search of all Tasmania-accredited practitioners, consultants, and alike visit *Tasmanian Consumer Building and Occupational Services* at www.cbos.tas.gov.au.

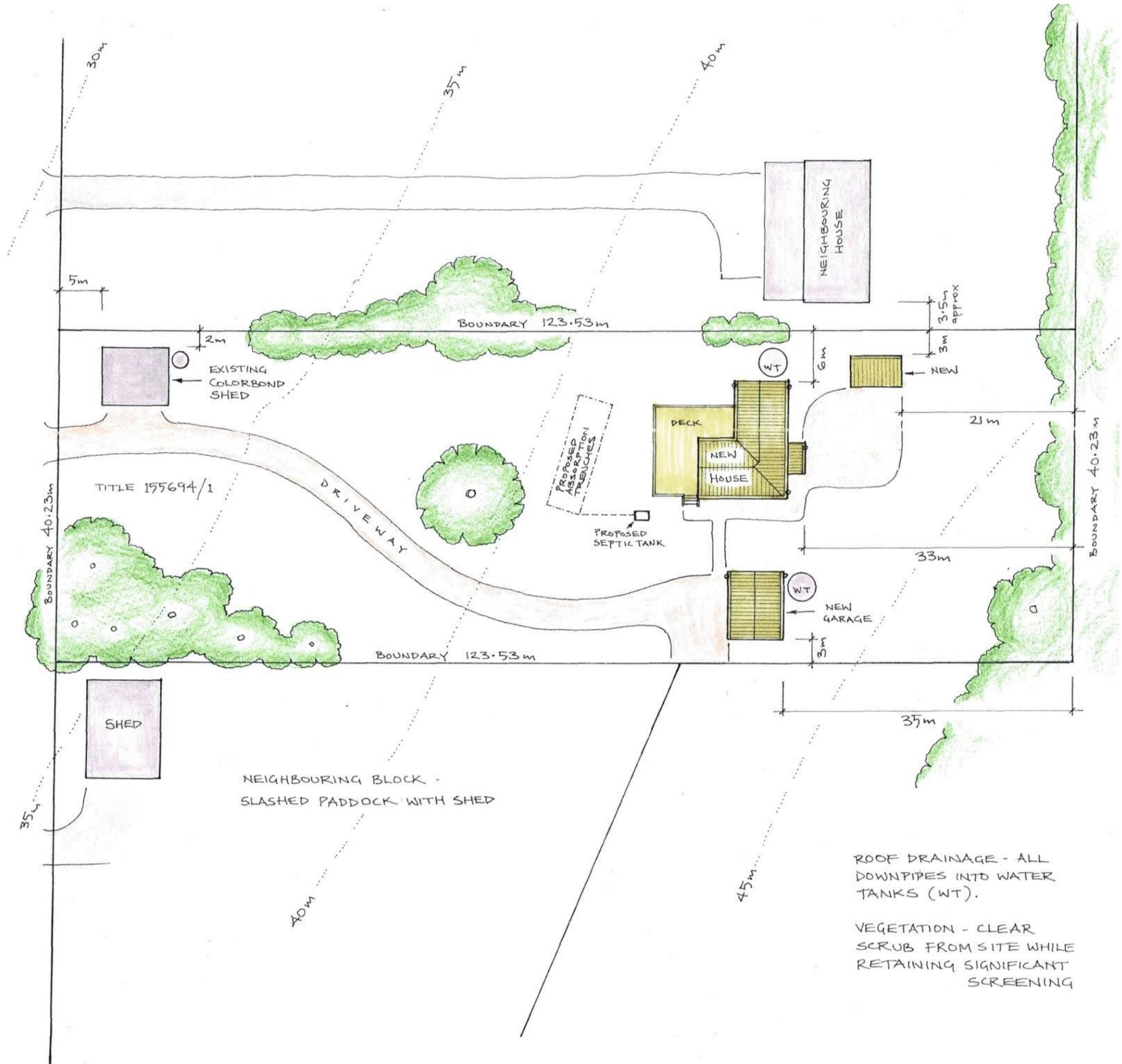
Appendices

1. Development Enquiry Form (001)
2. Planning Application Form
3. Planning Application Checklist
4. Planning Process Flowchart
5. Letter of Authorisation from Landowner
6. Example Site Plan
7. Categories of Work – Building
8. Categories of Work – Plumbing
9. Plumbing Permit Application Form

Development Application Process Flowchart



DRAWN Andrew Thomson
SCALE 1:500 DATE AUGUST 2015





Development Enquiry Form (001)

Submit to:

- Flinders Council, 4 Davies Street (PO Box 40) WHITEMARK TAS 7255
- development.services@flinders.tas.gov.au

Section A

Enquirer Details

Name _____

Address _____

Phone _____ Email _____

Is the above person also the landowner? Yes No

Section B

Land Details

Address _____

Certificate of Title _____ Property Number (PID) _____

Section C

Development Details

Description of the proposed use and development _____

New building area (m²) _____ Project price _____

Please attach the following documents if you can:

- Site plan
- Designs
- Any other supporting documents

Planning Permit Application

For this application you will need to provide:

- Site Plan
- Floor Plan
- Elevations

Section A

Details of applicant (note: the applicant name will appear on any public notice and/or permit issued)

Name _____

Address _____

Phone _____ Email _____

Is the above person also the landowner? Yes (go to section C) No (if No, complete section B)

Section B

Details of landowner

Name _____

Address _____

Phone _____ Email _____

Where the **applicant is NOT the owner**, I hereby declare that the owner of the land to which this application relates has been notified of this application being made and the information and details supplied by me in this application are a true and accurate description of the proposal.

Applicant's signature _____ Date _____

Section C

Details of the land

Address of land _____

Title reference _____

Title details attached?

Section D

Details of the proposed development

Proposed use of development _____

New building area (m ²)	
Land area (m ² or Ha)	
External materials	
External Colours	
Project price	

Section E

Privacy statement

The personal information requested on this form is being collected by Council for *Land Use Planning & Approvals Act 1993*. The personal information will be used solely by Council for that primary purpose or directly related purpose. Council may disclose the information to other regulatory organisations where required to by law; officers of Flinders Council; data service providers engaged by Council from time to time; and any other agent of Council. If you cannot provide or do not wish to provide the information sought, Flinders Council will be unable to process your application. You may make application for access or amendment to information held by Council. Enquiries concerning the matter can be addressed to the General Manager, Flinders Council, PO Box 40, Whitemark TAS 7255, or email office@flinders.tas.gov.au

Section F

Declaration of applicant

I hereby declare my intention to seek the relevant approvals as detailed within this form

Name _____ Signature _____

I hereby declare that I support the submission of the details provided on this form and provide my signature as the relevant delegate for Crown or Council land in accordance with s52 (1B) of *Land Use Planning and Approvals Act 1993* (*Application must also be accompanied by written permission of the relevant delegate for Crown or Council*)

Name _____ Signature _____

NB: - The Role of the Planning Authority

When an application is deemed to be determined at a meeting of Council, the Councillors act in the role of the Planning Authority. They are required to uphold the requirements of the local Planning Scheme (Flinders Planning Scheme 1994) and that of LUPAA (*Land Use Planning and Approvals Act 1993*). When Councillors are fulfilling this role, they must act in a non-biased manner and in accordance with Council's Quasi-Judicial Policy. If you wish to approach a Councillor regarding your development, you may be placing them in a compromised position in their role as Planning Authority if your development proposal is currently submitted to Council. To prevent this, you may wish to address Council prior to your submission or during the Council Meeting at which your proposal is being deliberated. If you wish to arrange for such meetings, please contact Council's Development Services department.

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
<p>Planning Permit Application Form</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>Certificate of Title</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>Site Plan</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"> • 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 	<input type="checkbox"/>	

Document	Applicant	Office Check
<p>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.</p> <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 (e.g., 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"/>	
<p>Planning report addressing all Acceptable Solutions/Performance Criteria applicable</p>	<input type="checkbox"/>	
<p>On-site Wastewater Management Plan (if required)</p>	<input type="checkbox"/>	

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.