Planning and Building in the Flinders Municipality

Information Pack
Introduction

Flinders Council has created a range of planning and building guidelines and checklists to help you better understand your planning needs.

In this information package you will find process flowcharts to help you understand the different stages of planning and building and how your application will progress during its assessment.

There are various application forms and accompanying checklists required for planning and building submissions to Council. These checklists should be used when preparing an application to help you avoid delays by making sure that your application includes all necessary information.

The Frequently Asked Questions answer the most common questions that are raised during the planning and building process.

More information can be found on our website www.flinders.tas.gov.au or by emailing development.services@flinders.tas.gov.au
Planning and Building in the Flinders Municipality FAQs

One of Flinders Council’s core activities is to regulate use and development on land within the Flinders Municipality.

Council regulates this through planning and building approval processes.

**What is the difference between planning approval and building approval?**

Planning approval and building approval are two separate processes. Often a particular use or development of land may require approvals under both processes.

The planning approval process regulates use and development of land by assessing proposals against the Flinders Planning Scheme 1994 and Tasmanian Planning Legislation. It particularly examines the impact of the proposed development, or use, on the land and/or surrounding area.

The building approval process involves an assessment of a proposed development against the Building Code of Australia and the Plumbing Regulations. The building and plumbing process may also involve a series of inspections at various stages throughout the construction of a building to ensure that the development is being built in accordance with the approved plans and to current standards.

**When is planning approval required?**

There are detailed provisions in the Planning Scheme which set out whether a planning permit application (often referred to as a development application) is required for particular kinds of use and development. The Planning Scheme also exempts certain kinds of use and development from requiring a planning permit.

Planning approval is usually required for the following examples:

- land development such as subdivision and boundary adjustment;
- new structures (depending upon type and siting);
- changing the use of existing buildings; and
- extension or alteration of existing buildings.

If in doubt, feel free to contact Council on 63 595 001.
How to apply for a Planning Permit?
Please complete the Development Application Form and Checklist which is included in this Information Pack. Once complete, please lodge forms and any required additional information to Flinders Council or send electronically to development.services@flinders.tas.gov.au. An application fee will need to be paid before Council begins an assessment of the application. Please refer to the 2015-16 Flinders Council Fees and Charges Booklet on the Flinders Council Website www.flinders.tas.gov.au for more information on fees.

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 assistance. In many cases though, it is wise to get professional assistance with the application, especially where detailed drawings and/or site analysis is needed.

How long does it take for Council to process the application?
Once your fees are paid, your information will be assessed by a Planner. The Planner will look at your proposal, taking into account where the land is located (zone) and how the Flinders Planning Scheme 1994 determines aspects of your proposed development.

Legislation requires councils to process a planning application within a maximum of 42 days but many applications take less time to process. Application processing time may be extended if Council needs to “stop the clock” and ask for further information. When all required information is received the “clock” will start again. A total of 42 “ticking” days is provided for Council to assess the proposal.

Your proposal may be assessed as either a ‘permitted’ application or a ‘discretionary’ application.

‘Permitted’ application
‘Permitted’ application means any proposed development or use that complies with the zone provisions and development standards of the Flinders Planning Scheme 1994. There are not any discretionary issues that Council can rely upon to allow for refusal of the development and therefore a planning permit must be issued with or without conditions.

A ‘permitted’ application does not need to be advertised. This means that your proposal can remain fully confidential and no third party appeal rights exist.

‘Discretionary’ application
If the Flinders Planning Scheme 1994 states that the application must be treated as ‘discretionary’, your proposal will enter into an advertising period for 14 days. Advertising is by:
- notice in The Examiner newspaper
- notice put up at Council Chambers
- notices put up at each public frontage of the land
- notices to each adjoining owner and occupier of land
Once the advertising period has closed, Council will record any representations that have been received. If representations are received, Council must consider those representations at an ordinary meeting of Council (see Ordinary Meeting of Council dates) and decide to approve, refuse or amend any proposed conditions. All this shall occur within the 42 day time frame unless prior written consent from the applicant is made.

**How long does a Planning Permit last?**
If the development for which the approval was given has not been substantially commenced, planning approval shall lapse two years after the date planning approval was granted. A “substantial commencement” can have several meanings depending on the development and use in a Planning Permit. Please contact Council to ensure if you have made a substantial start on your permit. Once a substantial start has been made your permit is active into perpetuity and will not lapse or cease.

Where a planning approval for a development has lapsed, an application for renewal of a planning approval for that development shall be treated as a new application.

**I’ve got a Planning Permit ... what now?**
Read your conditions! If the permit is for a built structure you should now submit a **Building Application** to apply for a **Building Permit**. A Building Permit is required for the vast majority of structures and buildings with the exception of some minor structures such as small fences, some repair works and minor alterations.

Any plumbing work needs a **Plumbing Permit** (this includes stormwater and internal plumbing.) Before any on-site waste water system can be installed you must have a **Special Plumbing Permit**.

**Applications for Building, Plumbing Permits and Special Plumbing Permits** can be submitted to Council at the same time once a Planning Permit has been obtained.

**How to apply for a Building Permit?**
Please complete the Building Application Form and Checklist which is included in this Information Pack. Once forms are complete, please lodge forms and any required additional information to Flinders Council or send electronically to development.services@flinders.tas.gov.au. An application fee will need to be paid before Council begins an assessment of the application. Please refer to the 2015-16 Flinders Council Fees and Charges Booklet on the Flinders Council Website www.flinders.tas.gov.au for more information on fees.

Tasmania-accredited persons must be engaged to provide structural and technical advice to Council or to an independent building surveyor.

**Do I have to use Council as my building surveyor?**
No, you don’t. Council provides a building surveying service to the Island, which includes inspectors and any required assistance. However any Tasmanian building surveyor may provide a Certificate of Likely Compliance (CLC) to Council, allowing Council’s Permit
Authority to issue the Building Permit. Please consider that the building surveyor is responsible for carrying out all your building inspections, but not your plumbing or special plumbing inspections – Council conducts these.

**How to apply for a Plumbing Permit?**
Please complete the Plumbing Permit Application Form and Checklist which is included in this Information Pack. Once forms are complete, please lodge forms and any required additional information to Flinders Council or send electronically to development.services@flinders.tas.gov.au. An application fee will need to be paid before Council begins an assessment of the application. Please refer to the 2015-16 Flinders Council Fees and Charges Booklet on the Flinders Council Website www.flinders.tas.gov.au for more information on fees.

**Special Plumbing Permits**
A Special Plumbing Permit is the permit you need to install an on-site waste water treatment system – such as a septic tank.

It is beneficial that you have thought about the system you would prefer and have discussed this with a Tasmania-accredited waste water designer. You may be required to provide this information at the planning stage to ensure that your development and waste water proposal will work satisfactorily on the site you have chosen.

If you do require a Special Plumbing Permit, you will be required to fill out a Form 3A (Special Plumbing Permit Application) accompanied by a Form 59 (Wastewater) or a Form 35B (Certificate of the Responsible Designer – plumbing work) and an on-site wastewater report from a suitably accredited person.

You may wish to speak with Council’s Environmental Health Officer (EHO) about this when your Development Application is submitted.

**Should I be an Owner Builder or engage an accredited builder?**
The choice is yours. If you choose to be an Owner Builder you can still use an accredited builder but you are responsible for the work site and any required insurances etc. The requirements to be an Owner Builder are governed and approved by the Tasmanian State Government. To find out more, please visit [http://everythingbuilding.com.au/](http://everythingbuilding.com.au/) and refer to the ‘How to become an Owner Builder’ page.

Other points to note:

- **Structural Certification**
  Required in all cases where the building(s) have structural steel and/or reinforced concrete elements. May be required in other instances also, e.g.; roof trusses, other timber structures.
  If ordering from a pre-fabrication company ask them to provide Form 55 and associated site plan.

- **Technical drawings** (at a scale not smaller than 1:100)
  - footing design and associated engineering certification*
• show location, sizes and spans of all floor beams and floor joists (for timber sub-floor structures)
• show framing diagram including reinforcements, spans and bracing

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

**I've got my Building and/or Plumbing Permits...what now?**
Before you start work, you will need to submit a **Start Work Notice**, which is enclosed with your permits, to the building surveyor or Council as your building surveyor, to indicate when you intend to start. Once the building surveyor has authorised you to start work you may commence.

**Construction has begun, what inspections are required during building works?**
Footings, frame and special plumbing compliance inspections can be requested through Council – with at least 24 hours’ notice.

Occupancy and Final inspections can be requested through Council and are conducted on the first Wednesday of each month.

Once all the inspections have been carried out and the building surveyor is happy that the work is compliant to enable occupation, a **Certificate of Occupancy** will be issued. When all the work is completed to the building surveyor’s satisfaction, you will receive a **Certificate of Completion**.

**Note: the above is only if you have engaged Council as your building surveyor.**

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.
Development Application (DA) Process Flowchart

**Applicant**
- Applicant obtains *Planning and Building in the Flinders Municipality Information Pack*
- Applicant completes *Development Application Form* and *Checklist* and lodges to council (via Email or Council Front Office)
- Applicant receives a *Certificate of Exemption* (No further action is required)
- Applicant receives invoice (Application status is shown on invoice)
- Applicant makes invoice payment to Council
- Applicant receives *Planning Permit, Cover Letter, Appeal Form* and associated documents
- Next application process to follow is *Building and Plumbing Application (BA) Process*

**Planning Authority (Flinders Council)**
- Flinders Council Reception will receipt a Development Application by completing a checklist of documentation, stamping plans and scanning documentation. Applicant is welcome to keep original documentation
- Council completes assessment overview to determine if application status is *Permitted, Discretionary* or *Exempt*
  - Please note that a 14 day advertising period applies to discretionary applications
  - IF EXEMPT
  - IF PERMITTED
  - IF DISCRETIONARY

- Applicant receives invoice (Application status is shown on invoice)
- Council receives applicant’s payment notification and clock starts on planning assessment procedure (Clock will stop if council request further information from applicant)
- Final assessment of conditions and creation of *Planning Permit*
- Planning Permit, Cover Letter and associated documents issued to applicant
- Lodge conditions for *Planning Permit*
- Application is received and assessed

**Technical Advice**
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:

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Applicant Check</th>
<th>Office-only Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>A completed Development Application Form</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td><em>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.</em></td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>A current copy of the Certificate of Title for all lots involved in the proposal. The title details must include the <a href="#">folio text</a> and <a href="#">folio plan</a>.</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>A site plan for the proposed use or development drawn, unless otherwise approved, at a scale of not less than 1:200.</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>o clearly define existing and proposed structures and/or buildings on the site</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>o show geographic North bearing</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>o show all block dimensions, distances from boundaries to proposed building (set-backs), easements, right of way</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>o show contour lines across block</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>o show access to the site and areas set aside for parking and manoeuvring of vehicles</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>o show all vegetation on the site and indicate what if any is to be removed</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>o show adjoining uses i.e. vacant land or indicate where house etc. may be located</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>Floor Plan - 1 copy</td>
<td>✅</td>
<td></td>
</tr>
<tr>
<td>o show all room sizes and overall dimension of proposed building</td>
<td>✅</td>
<td></td>
</tr>
</tbody>
</table>
- show location of all fixtures in kitchen and wet areas (eg; 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

**Bushfire Hazard Management Plan (BHMP)** – (If required)
Development in Bush Fire Prone areas may require a BHMP – please check with your Designer or Architect if you require one.

**Special Plumbing Information** (on-site wastewater)
Provide report by suitably qualified person and Form 59; or Speak with Council Environmental Health Officer*

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**How to lodge your application:**

**Mail to**
Flinders Council
4 Davies Street, Whitemark TAS 7255

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

**In Person**
Flinders Council Office
4 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.*
Roof drainage - All downpipes into water tanks (WT).

Vegetation - Clear scrub from site while retaining significant trees and screening as shown.
Development Application

APPLICATION FOR (tick which is applicable)
☐ Planning Permit  Flinders Planning Scheme 1994 (amended 2000)
☐ Certificate of Likely Compliance
☐ Building Permit (complete Form 2)
☐ Plumbing Permit (complete Form 3)
☐ Special Plumbing Permit (Complete Form 3A & proved details)

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 land owner?  Yes (go to section C)  No (if No, complete section B)

SECTION B

DETAILS OF LAND OWNER
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

Property name
Address of land

Title reference

Title details attached? ☐

SECTION D

DETAILS OF THE PROPOSED DEVELOPMENT

Proposed use of development

<table>
<thead>
<tr>
<th>New building area (m²)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Land area (m² or Ha)</td>
<td></td>
</tr>
<tr>
<td>External wall colours</td>
<td></td>
</tr>
<tr>
<td>Roof colour</td>
<td></td>
</tr>
<tr>
<td>Project price</td>
<td></td>
</tr>
</tbody>
</table>

SECTION E

DETAILS OF PERSONS ENGAGED TO CARRY OUT WORKS

Building Surveyor (complete if Council not engaged for this work)

Name ___________________________ CC number ___________________________
Address ___________________________
Phone __________________________ Email __________________________

Designer/Architect

Name ___________________________ CC number ___________________________
Address ___________________________
Phone __________________________ Email __________________________

Builder (or see declaration below)

Name ___________________________ CC number ___________________________
Address ___________________________
Phone __________________________ Email __________________________

If Owner Builder; declaration form must be signed and attached. Is this attached? ☐

Plumber

Name ___________________________ CC number ___________________________
Address ___________________________
Phone __________________________ Email __________________________
**SECTION F**

**DETAILS OF PLUMBING WORK** (tick appropriate box)

- Special Plumbing Permit
- Form 59 provided
- Form 59 pending
- Storm water
- Internal Plumbing

**PLUMBING DECLARATION** (if applicable)

I agree that I will engage a registered plumber to carry out the plumbing work in accordance with the *Building Act 2000*, the *Plumbing Regulations 2004* and the Tasmanian Plumbing Code.

Name

Signature ___________________________ Date ___________________________

**SECTION G**

**PRIVACY STATEMENT**

The personal information requested on this form is being collected by Council for *Land Use Planning & Approvals Act 1993*, *Building Act 2000*, *Building Regulations 2004* & *Plumbing Regulations 2004*. 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 H**

**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*

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 also 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 to arrange.
Building (BA) and Plumbing (PA) Application Process

**Applicant**

- Applicant obtains a Planning and Building in the Flinders Municipality Information Pack
- Applicant completes Building and/or Plumbing Application Form/s and Checklist and lodges to Council – no larger than A3 size (via email or front office)
- Applicant receives an invoice from Flinders Council for payment
- Applicant makes invoice payment to Council
- Applicant receives Certificate of Likely Compliance, Plumbing Permit, Building Permit & Building Permit Checklist and associated forms and documents
- Applicant completes Start Works Authorisation
- Applicant begins construction/renovation
- Contact Flinders Council for Inspections once relevant works are complete
- Applicant receives Certificate of Occupancy and Certificate of Final Inspection

**Planning Authority (Flinders Council)**

- Flinders Council Reception will receive a Building/Plumbing Application by completing a checklist of documentation, stamping plans and scanning documentation. Applicant is welcome to keep original documentation
- Flinders Council issues invoice to Applicant
- Flinders Council issues Certificate of Likely Compliance, Plumbing Permit, and Building Permit & Checklist and associated documents
- Flinders Council receive Start Works Authorisation
- Schedule required Inspection/s (E.g. footings, frames etc.)
- Certificate of Occupancy and Certificate of Final Inspection issued to Applicant

**Technical Advice from Building or Plumbing Surveyors**

- Application is received by Building and Plumbing Surveyors
- Application is assessed by Building Surveyor
- Application is assessed by Plumbing Surveyor
- Certificate of Likely Compliance (CLC) issued within 14 days of receiving BA
- Plumbing Permit Issued
- Flinders Council issue Start Works Authorisation to Building/ Plumbing Surveyors
- Compliance inspection conducted by relevant building or plumbing surveyor. When compliant, issues Certificate of Occupancy and Certificate of Final Inspection
Checklist – Building and Plumbing Applications

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.

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:**

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Applicant Check</th>
<th>Office-only Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>A completed Application for Building Permit (Form 2).</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>A completed Application for Plumbing Permit (Form 3).</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>A completed Application for Special Plumbing Permit (Form 3A) if required – please see our website for more information.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>TasWater Exemption Form (Or Certificate of Certifiable Works).</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Building Designer to complete:**

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Applicant Check</th>
<th>Office-only Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building designer plans (No larger than A3)</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Floor plan and elevations</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Ensure footing design reflects that which is to be built</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Front page to have BAL level/reference</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Accreditation number and owner details on all pages</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Accredited site plan in accordance with Development Application. Please note: If application is for a shed, the onsite wastewater location must be shown on the site plan.</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>A completed Certificate of the Responsible Designer (Building Work) Form 35A</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>A completed Certificate of the Responsible Designer (Plumbing Work) Form 35B - Form to be completed by Plumbing Designer or Building Designer</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Engineer to complete:

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Applicant Check</th>
<th>Office-only Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>A completed Form 55 – Site and Soil Test and Structural Design (if engineering plans submitted)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Special Plumbing Designer to complete:

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Applicant Check</th>
<th>Office-only Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>A completed Form 59 - Wastewater (If required)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How to lodge your application:

**Mail to**

- Development Services
- Flinders Council
- 4 Davies Street, Whitemark TAS 7255

**Contact**

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

**In Person**

- Flinders Council Office
- 4 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
# APPLICATION FOR BUILDING PERMIT

**To:** Flinders Council  
PO Box 40  
Whitemark TAS 7255  

**Applicant / Owner details:**

*Note: Only an owner or agent of the owner may make an application*

<table>
<thead>
<tr>
<th>Owner:</th>
<th>Phone No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Fax No:</td>
</tr>
</tbody>
</table>

**Owner builder:**  
Yes: [ ] (X if applicable)  
Email address:

**Agent:**  
Address:  
Phone No:  
Fax No:  
Email address:

*Note: Agents to be authorised in writing by the owner*

**Details of building work:**

<table>
<thead>
<tr>
<th>Address:</th>
<th>Lot No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of title No:</td>
<td></td>
</tr>
</tbody>
</table>

**Type of work:**  
(new building / alteration / addition / repair / demolition / removal / re-erection / other)

**Use of building:**  
(main use)  
Building class:

**Other details:**

<table>
<thead>
<tr>
<th>Area: m²</th>
<th>existing building floor:</th>
<th>new floor:</th>
<th>land:</th>
</tr>
</thead>
</table>

**Material:**  
floor:  
walls:  
roof:  
frame:  

**Value of work: $**  
(contract price: | estimate: [ ] (X one applicable.)

[inclusive of GST]

**No. of dwelling units:**

**Building practitioner details:**

<table>
<thead>
<tr>
<th>Building Surveyor:</th>
<th>Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone No:</td>
</tr>
<tr>
<td>Fax No:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accreditation No:</th>
<th>Email address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Designer:</th>
<th>Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone No:</td>
</tr>
<tr>
<td>Fax No:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accreditation No:</th>
<th>Email address:</th>
</tr>
</thead>
</table>

Director of Building Control - date approved: 18 June 2004  
Building Regulations 2004 - Approved Form No. 2
Builder: ___________________________  Category: ___________________________
Address: __________________________  Phone No: ___________________________
Fax No: ___________________________
Accreditation No: ___________________  Email address: _______________________

Documents and certificates provided:

The following specified documents and certificates are provided with this application:

<table>
<thead>
<tr>
<th>Document or certificate description:</th>
<th>Prepared by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Likely Compliance:</td>
<td>(accreditation No. if applicable)</td>
</tr>
<tr>
<td>Owner-builder Statement: (if applicable)</td>
<td></td>
</tr>
<tr>
<td>1 Copy of documents specified in Schedule 1 of the Director’s Specified List</td>
<td></td>
</tr>
</tbody>
</table>

The building work will be carried out in accordance with the Building Act, the Building Regulations 2004 and the Building Code of Australia.

Owner / Agent: __________________________ Name: [print]  Signed: __________________________ Date: __________________________
APPLICATION FOR PLUMBING PERMIT

To: Flinders Council  
PO Box 40  
WHITEMARK TAS 7255

<table>
<thead>
<tr>
<th>Permit Authority</th>
<th>Address</th>
</tr>
</thead>
</table>

Applicant / Owner details:

*Note: Only an owner or agent of the owner may make an application*

<table>
<thead>
<tr>
<th>Owner:</th>
<th>Phone No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Fax No:</td>
</tr>
</tbody>
</table>

*Note: If the agent of an owner is a registered plumber insert registration number (Registration Number if applicable)*

<table>
<thead>
<tr>
<th>Agent:</th>
<th>Phone No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Fax No:</td>
</tr>
</tbody>
</table>

*Note: Agents to be authorised in writing by the owner*

<table>
<thead>
<tr>
<th>Email address:</th>
</tr>
</thead>
</table>

Details of plumbing work:

<table>
<thead>
<tr>
<th>Address:</th>
<th>Lot No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of title No:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The work:</th>
</tr>
</thead>
</table>

*Description of the proposed plumbing work*

An application for special plumbing permit the subject of this application is included *(X if applicable)*

<table>
<thead>
<tr>
<th>Designer details:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone No:</td>
</tr>
</tbody>
</table>

*Registration No.*

<table>
<thead>
<tr>
<th>Fax No:</th>
<th>Email address:</th>
</tr>
</thead>
</table>

Documents provided:

The following documents are provided with this application -

<table>
<thead>
<tr>
<th>Document description:</th>
</tr>
</thead>
</table>

| 1 Copy of documents specified in Schedule 2 of the Director’s Specified List: |
| Application for Special Plumbing Permit: *(If applicable)* |

The plumbing work will be carried out in accordance with the *Building Act 2000, the Plumbing Regulations 2004 and the Tasmanian Plumbing Code.*

<table>
<thead>
<tr>
<th>Owner / Agent:</th>
</tr>
</thead>
</table>

*Delete one not applicable*

<table>
<thead>
<tr>
<th>Name: [print]</th>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
</table>

Director of Building Control - date approved: 18 June 2004  
Building Act 2000 - Approved Form No 3
APPLICATION FOR SPECIAL PLUMBING PERMIT

To: Permit Authority
Address
Suburb/postcode

Applicant / Owner details:

Owner: 
Address: 
Phone No: 
Fax No: 
Email address: 

Agent: 
Address: 
Phone No: 
Fax No: 
Email address: 

Details of special plumbing work:

Documents provided:

The following documents are provided with this application -

Document description: 
Prepared by:

1 Copy of documents specified in Schedule 2 of the Director’s Specified List
Application for Plumbing Permit:

The plumbing work will be carried out in accordance with the Building Act 2000, the Plumbing Regulations 2004 and the Tasmanian Plumbing Code.

Owner / Agent: 
Name: [print] 
Signed 
Date 

(Delete one not applicable)