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 regulate this through planning and building approval processes.

PLANNING

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. For a pre-lodgment assessment of a proposed development fill in a 001 Development Enquiry Form to find out what applications you will need to apply for.

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 need 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 provides 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 either approve, refuse or amend any proposed conditions. All this shall occur within the 42 day time frame unless prior written consent from the application is made.

**How long does a Planning Permit last?**
Please note that planning approval shall lapse two years after the date planning approval was granted if a substantial commencement on the development has not been made. 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 may need to apply for Building and Plumbing Permits.

**BUILDING**

**When would I require a Building Permit?**
For the purposes of the *Building Act 2016*, all building work is permit building work unless the work is:

a) low-risk building work or low-risk demolition work; or
b) notifiable work or notifiable demolition work; or
c) emergency work.

Permit work must be –

a) Designed by a designer, and
b) Performed by a licensed builder who is licensed to perform the permit building work; and
c) Inspected by a building surveyor as required under the *Building Act 2016*.

**Building and Plumbing Work – a risk based approach**
From 3rd January 2017, there are three categories of building and plumbing work, based on the level of risk to public health and safety.

There are different approval processes for each category.

All building and plumbing work in each category must be carried out by a licensed builder/plumber (apart from some minor repairs and maintenance of existing residential buildings and outbuildings that may be performed by an owner or other competent person – please check with Council for more information on this)

Please see Council’s Table 1: Risk Categories to determine what risk profile your project is.
A Building Permit is required for high risk building work including:
- Most commercial buildings
- Residential buildings that require a planning permit
- Larger, non-standard residential buildings
- Buildings in hazardous areas
- Any Owner Builder projects, regardless of the type of category of work

Notifiable building work includes:
- A detached house or unit that does not need planning approval
- Residential alterations or extensions

Notifiable building work requires an application (Notice of Work) be made to a building surveyor, for a Certificate of Likely Compliance.

**How to apply for a Building Permit?**
Please complete the Building 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.

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

**Can I use Council as my building surveyor?**
Certainly. Council provide 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 (if required). Please consider that the Building Surveyor is responsible for carrying out all your building inspections, but not your plumbing inspections – Council conducts these.

**Registered Builders**
Where the Building Act 2016 requires a licensed builder to carry out works, you will need to ensure your builder holds an appropriate certificate of registration under the Occupational Licensing Act 2005. For further information visit the licence databases on the Department of Justice Website (www.justice.tas.gov.au)

**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 www.everythingbuilding.com.au and refer to the How to become an Owner Builder page.

Under the Building Act 2016 to be an owner builder, you must satisfy the following criteria:

An owner builder needs to reapply for owner builder status for each separate project they do.

A project may be building a house, or extending an existing dwelling.

A person who wants to be an owner builder should apply to Licensing see Occupational Licensing Act 2005.

An owner builder must also apply for a building permit for each project they undertake. This is regardless of the risk category which would be applied to the work if it was undertaken by a licensed builder.

All work undertaken by an owner builder is automatically permit building work.

For further information regarding the owner/builder registration process please discuss with your building surveyor or go to department of justice website - www.justice.tas.gov.au

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.

PLUMBING

Plumbing Work and Plumbing Permits
It is your responsibility as the property owner in conjunction with your building surveyor and/or designer to ensure that a certificate of likely compliance 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 your building surveyor, designer, and from the registered plumber undertaking the project prior to commencing any works.

Before any on-site waste water system can be installed you must have a Plumbing Permit.

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

**On-Site Waste Water**

A Plumbing Permit is required 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 Tas-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.

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

**Registered Plumbers**

All plumbing work as defined by the *Building Act 2016* including installing, altering or maintaining a plumbing installation (i.e. roofing, drainage, pipe work) must be undertaken by a plumber who holds an appropriate certificate of registration under the *Occupational Licencing Act 2005*. For further information visit the [licence databases](https://www.justice.tas.gov.au) on the Department of Justice Website.

**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](http://www.flinders.tas.gov.au) for more information on fees.

**ONCE YOU RECEIVE YOUR 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, 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 (if you have engaged Council as your Building Surveyor) 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, he/she will issue a Certificate of Occupancy. When all the work is completed to the building surveyor’s satisfaction, you will receive a Certificate of Completion.

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.
### Table 1: Risk Categories

The *Building Act 2016* takes a risk-based approach to building approval

<table>
<thead>
<tr>
<th>Risk categories</th>
<th>Examples</th>
<th>Approval process</th>
<th>Who can do the work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low risk work</strong></td>
<td>• fences</td>
<td>No permit or approval for performing building work.</td>
<td>Most work can be carried out by an owner. Some larger projects can be carried out <em>only</em> by a licensed builder without a building permit</td>
</tr>
<tr>
<td></td>
<td>• low decks</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• farm sheds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• carports</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Medium risk work</strong></td>
<td>• A detached house or unit that does not need planning approval</td>
<td>An application (Notice of Work) made to a building surveyor, for a Certificate of Likely Compliance</td>
<td>Can be carried out by a licensed builder with regulatory oversight by a building surveyor. Council will need to be notified that the work is taking place but doesn't need to give approval.</td>
</tr>
<tr>
<td>(notifiable work)</td>
<td>• Residential alterations or extensions</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>High risk work</strong></td>
<td>• Commercial, industrial or public buildings, residential buildings that need a planning permit</td>
<td>An application to council for a Building Permit</td>
<td>Will still need to go through a full building approval process with the council.</td>
</tr>
<tr>
<td>(Permit work)</td>
<td>• Owner builder work</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Most works in Hazardous areas</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Plumbing work

<table>
<thead>
<tr>
<th>Risk categories</th>
<th>Examples</th>
<th>Who can approve</th>
<th>Who can do the work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low risk work</strong></td>
<td>• Changing fixtures and fittings • Repairs</td>
<td>No permit or approval for performing low risk plumbing work</td>
<td>Licensed plumber (owner may perform very minor work such as changing a tap washer)</td>
</tr>
<tr>
<td><strong>Medium risk work</strong></td>
<td>Majority of work undertaken in existing buildings: • installation of new fixtures in bathrooms • kitchen renovations</td>
<td>An application (Notice of Work) made to the Permit Authority, for a Certificate of Likely Compliance</td>
<td>Licensed plumber</td>
</tr>
<tr>
<td><strong>High risk work</strong></td>
<td>Commercial high rise buildings and all the high risk types that need a special plumbing permit under the current Act: • On-site wastewater management systems • Backflow prevention devices</td>
<td>An application to council for a Plumbing Permit</td>
<td>Licensed plumber</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** The below examples are provided for indication only – please check with Council to confirm the category of your work.
## Demolition work

<table>
<thead>
<tr>
<th>Risk categories</th>
<th>Examples</th>
<th>Who can approve</th>
<th>Who can do the work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low risk work</strong></td>
<td>• Garage or sheds</td>
<td>No permit or approval for performing demolition work</td>
<td>Owner or a competent person</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May require planning approval</td>
<td></td>
</tr>
<tr>
<td><strong>Medium risk work</strong></td>
<td>• Detached dwelling</td>
<td>An application (Notice of Work) made to a building surveyor, for a Certificate of Likely Compliance</td>
<td>Licensed demolisher or builder</td>
</tr>
<tr>
<td>(notifiable work)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>High risk work</strong></td>
<td>• Multi-storey commercial building</td>
<td>An application to council for a Demolition Permit</td>
<td>Licensed demolisher</td>
</tr>
<tr>
<td>(Permit work)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** The below examples are provided for indication only – please check with Council to confirm the category of your work.
Application Process Flowchart

**Applicant**
- Enquire regarding purchase of land, building or extending house, shed, etc or subdividing land
- Application for development is provided for submission
- Council issues Planning Exemption Certificate to Applicant
- Applicant pays invoice
- Council issues permit to applicant
- Applicant to read permit conditions and notes including rights of appeal

**Flinders Council**
- Reception to book time to see Development Services Manager or provide Planning/Building info pack
- Reception to date stamp and scan to development services email
- Assessment of application undertaken to determine fees and set up RegApp
- Exempt, Permitted, Discretionary
- Invoice issued to applicant outlining basic procedure of how application will be treated (permitted, discretionary etc)
- Email notification is received
- Council prepares planning permit
- Council meeting is held where Planning Authority makes decision

**Technical Advice**
- Email notification is received
- Assessing planner reviews documentation on RegApps site via remote log in.
- Delegation: Assess and documentation issued permit issue
- Advertising period runs for 14 days
- Assessing planner issues agenda item for Council meeting
# DEVELOPMENT ENQUIRY FORM

**Please attach a design of your proposed building works and a site plan to accompany this form**

**To:** Flinders Council – Development Services  
PO Box 40 WHITEMARK TAS 7255  
development.services@flinders.tas.gov.au

<table>
<thead>
<tr>
<th>Enquirer details:</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Licence No (if applicable):</strong></td>
<td><strong>Email address:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner: (if different from above)</th>
<th>Cross out if not applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contact Number:</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Details:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Lot No:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Building Class:</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building / Plumbing / Demolition work details:</th>
<th>(Circle as relevant)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of work:</strong></td>
<td>Building work</td>
</tr>
<tr>
<td>(X all applicable)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Size of Building:</th>
<th>Height of Building:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dist. – Front Boundary</td>
<td>Dist. – Rear Boundary:</td>
</tr>
<tr>
<td>Dist. – Closest Side Boundary</td>
<td>Dist. – Other Side Boundary</td>
</tr>
<tr>
<td>Dist. – Closest Building</td>
<td>Dist. – next Closest Building</td>
</tr>
<tr>
<td>Dist. – Taswater Service (if known)</td>
<td>Dist. – Dwelling (if Applicable)</td>
</tr>
<tr>
<td>Bushfire prone area (if known)</td>
<td>Landslip area (if known)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Description</th>
<th>Including approximate cost of works</th>
</tr>
</thead>
</table>

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

*In signing above, I certify that if not the owner, I have permission from the owner to make this enquiry*
WEST TAMAR INTERNAL PLANNING, BUILDING & PLUMBING REFERRAL

Categories of Planning Work:

- Discretionary
- Permitted
- Exempt

Categories of Building Work:

- Category 1 – Low Risk Building Work
- Category 2 – Low Risk (Non-notifiable) Building Work
- Category 3 – Notifiable Building Work
- Category 4 – Building/Demolition Permit

Categories of Plumbing Work:

- Category 1 – Low Risk Plumbing Work
- Category 2A – Low Risk (Non-notifiable) Plumbing Work
- Category 2B – Low Risk Post Notifiable Plumbing Work
- Category 3 – Notifiable Plumbing Work
- Category 4 – Plumbing Permit

Planning: Choose an item. Date: Click here to enter a date.

Building Surveyor: Choose an item. Date: Click here to enter a date.

Plumbing Surveyor: Choose an item. Date: Click here to enter a date.

Comments:
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 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

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 materials</td>
<td></td>
</tr>
<tr>
<td>External Colours</td>
<td></td>
</tr>
<tr>
<td>Project price</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
</table>

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
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>
</table>
| A completed Development 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 land owner has been notified if different from applicant – government land manager to sign if applicable.*  | ☐ | ☐ |
| 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. | ☐ | ☐ |
| 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 (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 | ☐ | ☐ |
| 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. | ☐ | ☐ |
| **Floor Plan** - 1 copy  
- 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

**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*

---

**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

*Due to the remoteness of the Flinders Municipality, Council may be able to provide assistance for some of the requirements at an additional fee.
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 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>
</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) 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 Accreditation number and owner details on all pages</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accredited site plan in accordance with Development Application. <em>Please note: If application is for a shed, the onsite wastewater location must be shown on the site plan.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A completed Certificate of the Responsible Designer (Building Work) Form 35</td>
<td></td>
<td>Accreditation check</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Acc no.</td>
</tr>
</tbody>
</table>

Engineer to complete:
A completed Form 55 - Site and Soil Test and Structural Design (If engineering plans submitted)  

A Bushfire Hazard Management Plan (If required)  

Plumbing Designer to complete:  

A completed Certificate of the Responsible Designer (Plumbing Work) Form 35 - Form to be completed by Plumbing Designer  

TasWater Exemption Form (Or Certificate of Certifiable Works).  

A completed Form 59 - Wastewater (If required)  

How to lodge your application:  

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

**Contact**  
Phone: 6359 5001  
Fax: 6359 2211  
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# BUILDING WORK

**Use this form for:**
- Notice of Work
- Application for a Certificate of Likely Compliance
- Application for a Building Permit

---

### Building Surveyor 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>License No:</td>
<td>Fax No:</td>
</tr>
</tbody>
</table>

### Applicant / Owner details:

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

<table>
<thead>
<tr>
<th>Owner:</th>
<th>Contact person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone No:</td>
</tr>
<tr>
<td>Email address:</td>
<td>Fax No:</td>
</tr>
</tbody>
</table>

**Owner builder:**

- Yes: [ ]
- (X if applicable)

<table>
<thead>
<tr>
<th>Names:</th>
<th>Contact person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact address:</td>
<td>Phone No:</td>
</tr>
<tr>
<td>Email address:</td>
<td>Fax No:</td>
</tr>
</tbody>
</table>

**Agent:**

<table>
<thead>
<tr>
<th>Contact person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Email address:</td>
</tr>
</tbody>
</table>

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

### Details of building work:

<table>
<thead>
<tr>
<th>Type of work: (X one applicable)</th>
<th>Permit work</th>
<th>Notifiable work</th>
<th>Planning approval granted (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td></td>
<td>Certificate of title No:</td>
</tr>
<tr>
<td>Description of work:</td>
<td></td>
<td></td>
<td>(new building / alteration / addition / repair / re-erection / other)</td>
</tr>
<tr>
<td>Use of building:</td>
<td></td>
<td></td>
<td>(main use) Building class(es):</td>
</tr>
</tbody>
</table>

---

Form 2

**Section 97 Section 130 Section 139**
The building work will be carried out in accordance with the *Building Act 2016*, *the Building Regulations 2016* and the National Construction Code.
PLUMBING WORK
Use this form for:
- Notice of Work
- Application for a Certificate of Likely Compliance
- Application for a Plumbing Permit

To: ____________________________
Permit Authority
Address:
Suburb/postcode:

Application for: Permit ☐ CLC ☐ Notice of Work ☐ (X ones applicable)
Certificate of Completion ☐ (X to grant approval for certificate to be issued following the final inspection)

NOTE: Standard of Work Certificate and applicable fees must be submitted prior to Certificate of Completion being issued, in accordance with section 178 or section 115 of the Building Act 2016

Applicant / Owner details:

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

Owner: ____________________________
Contact person:
Address: ____________________________
Phone No:
Fax No:
Email address:

Agent: ____________________________
Contact person:
Address: ____________________________
Phone No:
Fax No:
Email address:

Note: Agents to be authorised in writing by the owner

Details of plumbing work:

Type of work: Permit work ☐ Notifiable work ☐ Planning approval granted ☐ (X one applicable)
Address:
Lot No:
Certificate of title No:

The work: ____________________________
Type of plumbing installation: ____________________________
Brand / model:

Use of building: ____________________________
Type of plumbing installation: ____________________________
Brand / model:

Plumber details:

Name:
Address:
Category:
Phone No:

Director of Building Control - date approved: 1 July 2017
**Plumbing designer details:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Licence No.</th>
<th>Email address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Documents provided:**

The following documents are provided with this application -

<table>
<thead>
<tr>
<th>Document description:</th>
<th>Prepared by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents as specified in Schedule 2 of the Director’s Specified List:</td>
<td></td>
</tr>
</tbody>
</table>

The plumbing work will be carried out in accordance with the *Building Act 2016, the Building Regulations 2016* and the National Construction Code.

<table>
<thead>
<tr>
<th>Owner / Agent:</th>
<th>Name: [print]</th>
<th>Signed</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Delete one not applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Application for Building and Plumbing Exemption

## 1. Address of development

<table>
<thead>
<tr>
<th>Unit / shop No.</th>
<th>Street No.</th>
<th>Lot No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td></td>
<td>Postcode</td>
</tr>
<tr>
<td>Property ID</td>
<td>Volume</td>
<td>Folio</td>
</tr>
<tr>
<td>Estate name</td>
<td></td>
<td>(if applicable)</td>
</tr>
</tbody>
</table>

## 2. Details of proposed development / work

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning permit No. (if applicable)</td>
</tr>
</tbody>
</table>

## 3. Applicant / agent details

<table>
<thead>
<tr>
<th>Applicant / business name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact person</td>
</tr>
<tr>
<td>Postal address</td>
</tr>
<tr>
<td>Suburb</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Postcode</td>
</tr>
<tr>
<td>Business hours phone No.</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>( ) Mobile</td>
</tr>
</tbody>
</table>
4. Questions

If answering ‘YES’ to any of the questions below a ‘Certificate for Certifiable Work (Building) and/or (Plumbing) is required.
If answering ‘NO’ to any questions below the development is exempted.
This form must be certified by an authorised TasWater assessment officer to be valid.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are new structures 2m or less from TasWater underground services (including eaves overhanging into that distance)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Is the development non-residential, commercial or industrial or another process that generates trade waste to sewer?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Is the development non-residential, commercial or industrial or another process that has or will require a connection to the reticulated water supply?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Does the development increase the demand for water or sewerage services or require an increase in connection size?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is the development within a water supply catchment or effect water quantity or quality (i.e. dams, mining, subdivisions with septic systems, dairies, plantations etc)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Is the development within a declared TasWater buffer zone (i.e. near a sewerage treatment plant or water treatment plant)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Are any utilities or services being proposed to cross TasWater water or sewerage infrastructure?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Is the application a subdivision of land, a strata title or a consolidation of titles?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Does the proposal require a new water or sewer connection (i.e. no current services on the lot)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Is demolition of a structure or disconnection from TasWater’s mains infrastructure involved?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If answering ‘YES’ to any of the above, an application for a Certificate for Certifiable Work (Building) and/or (Plumbing) is required.

5. Statutory declaration

In signing the Statutory Declaration against the requirements of the Water and Sewerage Industry Act 2008, I declare that all questions have been answered truthfully. I make this solemn declaration under the Oaths Act 2001.

<table>
<thead>
<tr>
<th>Applicant / agent’s signature</th>
<th>Date</th>
</tr>
</thead>
</table>

TasWater Approval
Certifying Officer:

Employment No:
Date:

Only valid upon completion by an Authorised Officer
6. Lodgement of application

Applications may be submitted in the following matter:

Email (preferred): development@taswater.com.au

Mail: Development applications
      GPO Box 1393
      Hobart TAS 7001

Hand delivery: Shop 5, Columnar Court Complex, Burnie
               23 Stewart Street, Devonport
               36-42 Charles Street, Launceston
               169 Main Road, Moonah

7. Documents required when lodging this application

This completed Building and Plumbing application form

Detailed plans of the proposed development / works showing existing and proposed
TasWater assets, including connections

TasWater water and sewerage services plan

8. Privacy statement

TasWater collects personal information for the purposes of providing water and sewer related services and products, promoting such services and market research. We may disclose your personal information to our contractors for these purposes and other third parties including local Councils, the Tasmanian State Government or its officers.

You may request access to your personal information that we hold by writing to the Privacy Officer at TasWater Service Centre.

Please note we may charge a reasonable cost of providing you with access to your personal information.
Letter of Authorisation

To: Flinders Council
PO Box 40
Whitemark TAS 7255

I/We ____________________________________________
(owners name)

Hereby grant authorisation
for ____________________________________________
(applicant/ agents name)

To sign all necessary Building, Plumbing and Planning applications on our behalf for the proposed work at:

Address of property: ____________________________________________

__________________________________________

Signature of Owners: ____________________________________________

Owners Names: ____________________________________________

Dated: ____________________________