

APPLICATION FOR STRATA SCHEME OR STAGED DEVELOPMENT SCHEME UNDER THE STRATA TITLES ACT 1998

**ALL APPLICATIONS MUST DEMONSTRATE COMPLIANCE WITH COUNCIL'S STRATA & STAGED
DEVELOPMENT SCHEME POLICY, JULY 2011**

Proposal			
Location			
Owner			
Applicant	Name	Phone	
	Address	Mobile	
	Suburb or Town	Postcode	Fax
	Email		
Associated Planning Permit Number		Associated Building Permit Number	
Does the proposal involve land administered or owned by the Crown or Council?		Current use of Site	

I consent to information being given by means of an electronic communication to the nominated email address above in accordance with the Electronic Transactions Act 2000 and acknowledge that information will only be provided in electronic form unless I formally request otherwise.

Personal Information Protection Statement

The personal information requested on this form is being collected by the Council for the purpose of processing applications under the Land Use Planning and Approvals Act 1993 and will be used for that primary purpose or directly related purposes.

The intended recipients of the information are Council officers, data service providers engaged by Council from time to time, any other agent or contractor of Council and State Government Departments to which the application may be referred to for their comment and advice. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it.

Failure to provide this information will result in your application not being able to be processed.

Personal information will be managed in accordance with the Personal Information Protection Act 2004 and you may make application for access or amendment to your information in writing to the General Manager, PO Box 210, Huonville 7109. You may be charged a fee for this service.

Declaration

- I have read the Certificate of Title and Schedule of Easements for the land and are satisfied that this application is not prevented by any restrictions, easements or covenants.
- I authorise the Council for the purposes of assessment or public consultation to copy documents relating to this application and to provide copies as required to referral agencies. I confirm that I am the copyright owner or have the authority to sign on behalf of any other person with copyright for documents relating to this application.
- I understand that if this planning application is discretionary that the proposal plans and any written statement included with this application will be made available for inspection on the Council's website and in the Council offices.
- I acknowledge that Council officer may have to enter the land to assess this application.
- I declare that, if I am not the owner, I have the consent of the owner to submit this application to Council.
- I acknowledge that if all or a part of the works required by the relevant planning permit, works permit or other Council permit are incomplete or inadequate and Council officer have to re-inspect those works I will be charged an additional fee and the application will not be approved until that fee is paid.
- I declare that the above information is true and correct.

Applicant's Signature		Date	
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PLEASE SEE CHECKLIST OVER PAGE

APPLICATION CHECKLIST

To ensure that your application can be processed as quickly as possible it is necessary to provide all relevant information. Council has published an information guide on its website which is also available at Council offices which provides further information on the following.

Read the following checklist carefully and ensure that you have provided all necessary information. If you require further advice please contact Council's Customer Service Officers on (03) 6264 0300.

All planning applications require the following information to be provided at the time of submitting the application.

- A completed application form.
- A completed conditions fulfilment statement (available from Council's Customer Service Officers – (03) 6264 0300)
- The application fees (please see www.huonvalley.tas.gov.au)
- A current copy of the Certificate of Title to the land containing the Search Page, Plan, Sealed Plan or Diagram, any Schedule of Easements, any Part 5 Agreement or other restrictions for the land.

Strata Title Application

- The Original Strata Plan(s) and Unit Entitlements (and 2 copies thereof)

Staged Development Scheme / Community Development Scheme

- A Master Plan:
 - Identifying the site; and
 - Showing, for each stage, the proposed lot boundaries (including the common property), all proposed buildings and any construction or access zones required. This should also identify what site works are proposed to be done for each stage, ie: the extent of the landscaping, driveways and car parking; and
 - Sufficient plans to determine whether the proposal can be brought into effect. This may be done by referencing a DA or BA approval that has already been issued or by the submission of new plans if no planning approval is required. If a DA has been issued and conditions imposed the documentation needs to show compliance with these conditions.
- A completed Disclosure Statement (The Land Titles Office issue a standard form to assist in this)