



HUON VALLEY COUNCIL

40 Main Street, Huonville
PO Box 210, Huonville 7109
hvc@huonvalley.tas.gov.au
ph: (03) 6264 0300
ABN: 77 602 207 026

APPLICATION FOR PLANNING PERMIT

UNDER THE *LAND USE PLANNING AND APPROVALS ACT 1993*

ALL APPLICATIONS CAN BE SUBMITTED FOR LODGEMENT ELECTRONICALLY IN PDF FORMAT
EMAIL TO hvc@huonvalley.tas.gov.au OR BY HARD COPY

| | | | | | |
|--|--|-----------------------------|------|--|----------------------------------|
| Proposal | | | | | |
| Location/s | | | | | |
| Owner/s | | | | | |
| Applicant | Name Address Suburb or Town Email | Phone Mobile Postcode | | | |
| Current use of Site/s | | Estimate cost of proposal | | Exist. floor area Proposed floor area | m ² m ² |
| Does the proposal involve land administered or owned by the Crown or Council? <small>If yes, Crown / General Manager (CEO) consent is required below together with separate written permission for the making of this application</small> | | Yes / No | | | |
| Crown / General Manager (CEO) Signature | | | Date | | |

☐

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, 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 Chief Executive Officer, Huon Valley Council, 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 am satisfied 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 acknowledge 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 officers may have to enter the land to assess this application.
- I declare that in accordance with Section 51 of the *Land Use Planning and Approvals Act 1993* that if I am not the owner of all land involved in this application that I have notified the owner/s of my intention to make this application.
- If this application is for a planning scheme amendment, I declare the consent of all affected owner/s has been obtained and is included.
- I declare that the above information is true and correct.

| | | | |
|-----------------------|--|------|--|
| Applicant's Signature | | Date | |
|-----------------------|--|------|--|

PLEASE SEE CHECKLIST OVER PAGE



Application Checklist

The information below **must be included** with the application at lodgement

- ☐ A **completed signed and dated application form** containing the following:
 - o A **full description** of the proposed use or development.

- Examples
 - “Development of dwelling and outbuilding with associated driveway works and vegetation removal”
 - “Change of use from outbuilding to visitor accommodation and associated works”
 - Alterations and additions to dwelling, demolition of existing outbuilding and development of new outbuilding”

- o **Details of the location** of the proposed use or development.

| Property subject of the application | Description example |
|--|---|
| if the property has a street address | 40 Main Street, Huonville |
| if property does <u>not</u> have a street address | Lot 1, Main Street, Huonville – (Certificate of Title Reference: 153362/1) |
| if the development is on multiple properties; <u>list all properties involved</u> | 40 Main Street, Huonville with driveway works on 40A Main Street, Huonville |

- ☐ A copy of the **current Certificate of Title** for all land to which the permit sought is to relate, including the folio text, folio plan and any schedule of easements. This can be purchased online from [The LIST](#) or from Service Tasmania.
- ☐ **Consent documents** – see further: www.planbuild.tas.gov.au/property-development/planning

If works are proposed on either Council or Crown land the following documents must be provided under section 52(1B) of the [Land Use Planning and Approvals Act 1993](#):

- For proposed works on **Crown land, Crown consent** to lodge the application must be provided:
 - o Application Form signed by the Minister or delegated representative; and
 - o Written consent to make the application from the Minister or delegated representative.
 - o If the above is signed by a delegate, provide a copy of the instrument of delegation.
- For proposed works on **Council owned or managed land**, GM consent to lodge the application must be provided:
 - o Application Form signed by Council’s General Manager (CEO) or delegate; and
 - o Written consent to make the application from Council’s General Manager (CEO).
 - o If the above is signed by a delegate, provide a copy of the instrument of delegation.

- ☐ **Detailed plans** of the proposal (site plan, floor plan and elevations) that include dimensions and drawn to an acceptable scale
- ☐ **Payment** of the prescribed application fees in full (an invoice will be sent within 4 business days after receipt of the application)

Note: Further information may be requested after the application has been assessed.

Huon Valley Council operates under the *Tasmanian Planning Scheme*. For more information, please visit <https://tpso.planning.tas.gov.au/tpso/external/tasmanian-planning-scheme>

COUNCIL MAY REQUEST ADDITIONAL INFORMATION IF THAT SUBMITTED IS INADEQUATE AND THIS WILL DELAY THE ASSESSMENT OF YOUR APPLICATION.

April 2025