

APPLICATION REQUIREMENTS

An application does not become valid until all items below are met:

- Completed Planning Permit Application Form;
- Full copy of current Certificate Title including the folio text, folio plans and schedule of easements (if any);
- One (1) copy of plans drawn to scale (refer to separate Information Checklist for information to be shown on the plans);
- Full description of the proposed use/development; and
- Application Fees Paid



Planning Application Form

374 Main Road Glenorchy
P.O. Box 103 GLENORCHY

Phone (03) 6216 6800

gccmail@gcc.tas.gov.au
www.gcc.tas.gov.au

You may also need to provide:

- Stormwater Concept Servicing plan showing how the stormwater will be managed and be connected to public infrastructure in accordance with Council's Stormwater Management policy
- Landscape plan
- Detailed documentation if the place is listed on the Tasmanian Heritage Register, noting that Council will refer any Applications for work to these places to the Tasmanian Heritage Council.
- Detailed documentation if the place is heritage listed at the local level (GLE-C6.0 Local Historic Heritage Code)

TYPE OF APPLICATION BEING APPLIED FOR

PRELIMINARY ASSESSMENT	Select if: your application is eligible for a <i>No Permit Required</i> assessment.	<input type="radio"/>
REGULAR ASSESSMENT	Select if: you are lodging an application for a planning permit	<input type="radio"/>

APPLICANT

Company	[REDACTED]
Contact Name	[REDACTED]
Phone	[REDACTED]
Email	[REDACTED]
Address	[REDACTED]

PROPERTY OWNER(S)

Name (s)	[REDACTED]
<i>If property is owned by Council/The Crown, ensure the Owner's declaration on the final page is fully completed.</i>	
Phone	[REDACTED]
Email	[REDACTED]
Address	19a Milton Crescent Moonah

APPLICATION SITE

		PID	
Street Address	19a Milton Crescent		
Suburb	Moonah	Site Area (m ²)	

PROPOSED USE / DEVELOPMENT	Estimated Cost of Works	\$ 250,000
Provide a summary of the purpose of the development, and activities proposed to be carried out on the site. A full description of the proposal in a covering letter or as a planning report should be attached with this Application.		
Removal of the existing ensuite downstairs to install staircase which leads to the addition of master bedroom (5) with WIR and ensuite, additional bedroom (4), rumpus and deck.		

PRE-APPLICATION MEETING		
Has a meeting been held with Council Planning staff in relation to this application?		Yes <input type="radio"/> No <input checked="" type="radio"/>
<i>If YES, please provide details:</i>	Name of Council's Planning Officer, Development Engineer and/or Heritage Officer	
	Date of Meeting	

STAGING		
Is the proposal to be carried out in more than one stage?		Yes <input type="radio"/> No <input checked="" type="radio"/>
<i>Note to applicant: if answering YES to the question above, ensure stages are marked on plans and provide details of the number and order of staging below.</i>		

SUBDIVISION		
Is a subdivision or boundary adjustment proposed?		Yes <input type="radio"/> No <input checked="" type="radio"/>
How many lots are to be created?		
Is public open space proposed in accordance with Local Government (Building and Miscellaneous Provisions) Act 1993 and Council's Public Open Space policy?		Yes <input type="radio"/> No <input checked="" type="radio"/>

PRESENT USE OF THE LAND/BUILDINGS		
If vacant, give last known use.		
Existing property		

SIGNS		
Does the proposal involve the display of advertising signs?		Yes <input type="radio"/> No <input checked="" type="radio"/>
<i>Note to applicant: if answering YES to the question above, ensure plans include dimensions of sign (height, width, total height above ground), content of the sign, where the sign will be located on the site, how it will be attached or supported, and details of any proposed illumination.</i>		

FLOOR AREA OF NEW BUILDINGS / EXTENSIONS / CHANGES OF USE

State the gross floor area of proposed building/extension, or the area of land affected by the change of use (if any)

Hectares
 m²

67.44

MATERIALS

COLOUR

Walls	James Hardie Easy Lap cladding	TBC
Roof	Colorbond	TBC
Boundary fences, walls etc	Existing	N/A

SURFACING MATERIALS

Driveway area/ Access Road	Concrete
Total Parking Area(s)	2 3

ACCESSIBILITY

Does the proposal involve new or altered access to a road?

If YES, ensure the location & width of existing and/or proposed accesses are marked on plans

Yes No

VEHICLES VISITING OR DELIVERING TO OR FROM SITE

TYPE	NUMBER	TRIPS PER DAY	TYPE	NUMBER	TRIPS PER DAY
Car	2	1	Commercial Vehicle	0 1	0 1

PARKING ON SITE

TYPE	EXISTING	PROPOSED	TYPE	EXISTING	PROPOSED
Standard	2 3	3 4	Special (long/wide)	0	0

SERVICES

How will sewage be disposed of?	Existing sewage to be disposed as it currently is
How will surface water be disposed of?	Existing stormwater drainage to be utilised
What arrangements will be made for refuse storage and collection?	Existing storage to be used
Are there any special water supply requirements?	N/A

EMPLOYMENT *(please indicate if these numbers are estimates only)*

How many people are employed on the site now?	0
How many people are proposed to be employed?	3 4

HOURS OF OPERATION

What are the proposed maximum hours of operation?	AM	PM
Weekdays	7.00	5.00
Saturdays		
Sundays		
Public Holidays		

STORAGE

Will goods be stored outside?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Is provision made for loading/unloading on site?	Yes <input checked="" type="radio"/> No <input type="radio"/>

Note to applicant: if answering YES to either question above, ensure storage and unloading areas are marked on plans.

TREES

Does the proposal involve the removal of trees or shrubs?	Yes <input type="radio"/> No <input checked="" type="radio"/>
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Note to applicant: if answering YES to the question above, state the number and identify the precise position and species on the plans.

PRIVACY NOTICE

Council collects personal information to carry out its operations as a Tasmanian Local Government. This personal information may be used for other purposes permitted by law. The information may be shared with contractors and agents of the Council for this purpose, law enforcement agencies, courts and other organisations.

You do not have to provide your personal information but if full information is not provided the Council may be unable to action your application or request.

You can find out more about how the Council manages personal information and how you can request access or corrections to it in the Council's Privacy Policy available on the Council website or on request.

APPLICANT'S DECLARATION

This section MUST be completed before an Application will be accepted.

I/we hereby apply for a planning permit to carry out the use and/or development described in this application and the accompanying plans.

- a) Where the General Manager's consent is also required under s.14 of the *Urban Drainage Act 2013*, by making this application I/we also apply for that consent.
- b) I/we declare that the information contained in the form and any attached plans and documents is correct.
- c) I/we own the land, or have notified the owner/s of the land of the intention to make this application in accordance with Section 52 of the *Land Use Planning and Approvals Act 1993*.
- d) By providing Council with the plans and documents attached to this application ("Documents"), I/we:
 - i. warrant to Council I/we own all copyright in the Documents or am a licensee of the copyright owner with the right to grant the following authority;
 - ii. authorise Council to copy the Documents, attach copies to Agendas for any relevant Council meetings and release copies to the public; and
 - iii. acknowledge Council is relying on my/our warranty and authorisation and may seek recovery of any damages suffered by it if my/our warranty and/or authority is incorrect.

Signed by the Applicant:



Date:

1/6/2026

LAND OWNED BY COUNCIL OR THE CROWN

Is the land owned by Council or the Crown (i.e. government land)?

Yes No

If the answer above is YES:

- a) The form must be signed by the Minister of the Crown responsible for the administration of the land or by the General Manager of the Council; and
- b) be accompanied by the written permission of that Minister or General Manager to the making of the application. A copy of the delegation must be provided.

I/we hereby give my/our permission for the lodgement of this application.

Signed by the Owner(s):

Date:

If completing the following section by hand, please ensure legibility. The use of ALL CAPITALS is preferred.

Name/s – please print

Title/s (if the owner is a company)

Written permission to the making of the Application is provided with this form:

Yes No

A copy of the delegation is provided:

Yes No