

# Planning Permit Process

## BEFORE YOU START

Contact a planner to see if you need a planning permit, and what information you'll need to provide.

This can be done through our website [enquiry form](#) or by email to [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au).

## ASSESSMENT

Once we receive your application, we'll review it and send you an invoice for the assessment [fees](#). The fee amount depends on what you're proposing to do - for example, the type of use, the cost of works, and whether your application needs to be advertised for public comment.

You'll need to pay this invoice before the assessment can begin. During assessment, we may ask for more information if something isn't clear. This could include details about engineering, waste, or traffic impacts.

If your application needs to be advertised, it will be open for public comment for 14 days.

After the advertising period ends, we'll consider any comments received and decide whether a planning permit can be issued.

## TIMEFRAMES

Once the fees have been paid, the following timeframes are used for assessment:

## THE PERMIT

Your planning permit is an important first step, but you may still need other approvals before starting work.

Check the permit conditions carefully to see what must be done first. Other approvals may include building and plumbing permits, TasWater or TasNetworks consent, or food business registration.

If your project affects the road reservation (for example, a new driveway or service connection), you may also need separate Council approvals such as a road opening permit.

## APPLICATION

To apply for a planning permit the following documents are needed:

- a signed and completed planning permit application form - this can be found on our [website](#)
- a current copy of the property title and folio text - you can get this from [the List](#)
- owners consent, where relevant
- fully dimensioned and scaled plans of the proposed works and any existing development on the site
- a full description of the proposed use and development
- the estimated cost of development
- any other requirements set out in the planning scheme. A planner can help explain what these are.

To apply, please email a copy of these documents to [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au).

	Time to ask for further information	Total time to decide
Permitted (no advertising)	14 days	28 days
Discretionary (requires advertising)	21 days	42 days

*\*The time to make a decision does not run if further information has not been provided\**