



## Tomorrow Together

*An engaged Launceston community. A bright future.*

# Development Applications

### What is a Development Application?

A development application is submitted to Council to assess a proposal to use or develop land against the requirements of a planning scheme and other relevant legislation.

Development applications allow Council to ensure that the development proposal aligns with the desired character of the area, that adjoining property owner's rights/privacy are protected and no environmental harm will be caused as a result.

Once an application has been approved, the applicant is provided with a development permit which provides them with the permission to progress to building and other approval processes.

### When do I need to lodge?

The requirement for a development application is determined by the zoning of the particular land parcel and what use and/or development is to be undertaken.

You may be required to lodge a development application if you are undertaking one of the following:

- Building works or modifications (including additions & alterations)
- Change of use of an existing building (Dwelling to a B&B, Shed to Dwelling)
- Clearing land
- Excavation and/or placement of fill
- Erecting signage
- Make other modification to a building or land



In some cases, an application is not required. If it is required, it might have a Permitted or Discretionary status.

To determine if your development requires a development application, you can contact Council's City Development Department and speak with a Town Planner who can assist you with the project design and provide important information to you upfront.

Initially, you will need two pieces of information:

- Property Address
- Title Reference/Owner





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If you would like to speak with a Town Planner, you can either:

- **Email** [planning.queries@launceston.tas.gov.au](mailto:planning.queries@launceston.tas.gov.au).
- **Call** our Planning Hotline on 6323 3220 to speak with the duty planner between 10am - 4pm
- **Drop-in** to our Customer Service Centre and speak with the duty planner between 10am - 1pm.
- **Appointments** are available on the hour at 1pm, 2pm, 3pm or 4pm - you can book an appointment with a Town Planner on our website at [www.launceston.tas.gov.au](http://www.launceston.tas.gov.au)

## How do I apply?

If you require a permitted or discretionary development application, you can lodge it:



**Online** - [www.launceston.tas.gov.au](http://www.launceston.tas.gov.au)

**Email** - [planning.queries@launceston.tas.gov.au](mailto:planning.queries@launceston.tas.gov.au)

**In Person** - Customer Service Centre, Town Hall

**Mail** - Launceston City Council, PO Box 396, Launceston TAS 7250

Your development application will need to include the information required by the planning authority, this will include:

- An application form;
- The payment of all prescribed fees (which are available on Council's website);
- A written explanation of the proposal including justification for the particular design response;
- A copy of a recent Certificate of Title. Folio Plan & Schedule of Easement (if applicable)
- A site plan (1:100 or 1:200 preferred) showing all existing and proposed buildings, dimensioned setbacks, cut and fill, vegetation to be retained or removed, car parking and vehicular access including sight distance and all other information required to be assessed for the application; and
- Floor plans and building elevations. (Please note: The written consent of the owner is required for applications involving Council land or Crown (government) land.
- Any other reports (such as concept engineering plans, heritage assessments or traffic impact assessments).

It is important that you provide full details of your proposal and attach all documents to support your application. If insufficient information provided, Council may request further information and stop the statutory clock on the application until satisfied.





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## Public Notice (Discretionary Applications only)

Saturday, 31 August 2019

**NOTICE OF PLANNING APPLICATION**

**APPLICATION NO:**  
DA0315/2019

**APPLICANT:**  
Invermay Planning

**LOCATION:**  
2-4 Invermay Road, Invermay (CT17403/2)

**PROPOSAL:**  
Education and Occasional care - Construction of library building and student support facilities incorporating workspaces, informal learning study areas, meeting rooms, cafe and student service facilities, completion of northern annex of existing stone building, removal of existing car park associated kerbing and plant beds and five Lombardy Poplar trees, utilities including substation, gas enclosures and relocation of existing bins.

Plans and documents can be inspected at the City of Launceston Customer Service Centre, Monday to Friday from 9:30am to 5:00pm until **Monday, 16 September 2019**.  
<http://launceston.tas.gov.au/>

You may check the progress of these applications on our website at:  
<http://launceston.tas.gov.au/>

Written representations to the General Manager may be made during this time to 10 New 19th, LAUNCESTON 7800. To be able to make a submission, you must be a resident of the City of Launceston. The fee of \$100 per submission will be included in the project fee. Applications for public access to the application are presented at a Council meeting for consideration. It is the responsibility of the applicant to ensure that all documents are presented in a format, fair and reasonable and not defamatory against any person. Please provide day time phone contact details with representations.

For more information please call our Customer Service Centre on 03 6323 3300.

Michael Stratton  
GENERAL MANAGER

 T 03 6323 3300  
[www.launceston.tas.gov.au](http://www.launceston.tas.gov.au)

A discretionary application is subject to public advertising for a period of 14 days. Your application will be advertised in the Examiner Newspaper, a notice board will be placed on all public frontages of the affected land and adjoining neighbours will be notified of the proposal.

Representations may be received during the advertising period and your assigned Town Planner will discuss these with you.

A copy of the advertised documents can be found on Council's website at [www.launceston.tas.gov.au](http://www.launceston.tas.gov.au) during the advertising period.

## How much will it cost and how long will it take to process my development application?

The fee for your development application will be calculated based on the City of Launceston's Adopted Fees and Charges which is available on our website: [www.launceston.tas.gov.au](http://www.launceston.tas.gov.au).

Following lodgement of your development application, an invoice will be generated for payment.

The time taken to assess your application is dependent on the complexity and status of your project. Once an application is valid, the timeframe for Council to make a determination is 28 days for permitted applications and 42 days for discretionary applications.

Please note a building permit may be required.



## Agencies that may assist you

TasWater	136 992
Tasmanian Heritage Council (THC)	1300 850 332
Department of State Growth	03 6777 2808
Environmental Protection Authority (EPA)	03 6165 4599
TasNetworks	1300 127 777
Enwave	1800 438 427
TasRail	1300 827 724