



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 A PRELIMINARY PLANNING ASSESSMENT

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

Applicant	Name _____ Phone _____
	Email _____
	Postal Address _____ Mobile _____
	Suburb or Town _____ State _____ Postcode _____

Current Owner(s)	_____
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Has the owner been notified of this application?	Yes / No
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Description of Proposal	_____
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Location	_____
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Estimated cost of proposal	Exist. floor area	m ²
	Proposed floor area	m ²

Current use of site	_____		
Has this use been in lawful operation within two years before the date of this application?	_____	Is documented evidence attached?	_____

Required Documentation

To ensure that your application can be processed in a timely manner, it is necessary to provide as much relevant information as possible. For the purpose of a Preliminary Assessment development plans and documentation do not need to be prepared by a qualified designer; however, it is advised that the provision of clear detailed documentation will assist Council in providing a more accurate preliminary assessment of your proposal. A guideline of what documentation is required can be found on the reverse of this application form.

It is advised that should the Preliminary Assessment determine the use or development is deemed to meet the requirements for No Permit Required under Part B.8.6 of the Huon Valley Interim Planning Scheme 2015, then documentation must be consistent with the guidelines, where relevant, before Council will certify the proposal is No Permit Required.

Declaration

- I have reviewed the Huon Valley Interim Planning Scheme 2015 and have read the Certificate of Title and Schedule of Easements for the land and am satisfied that this application is not prevented by any restrictions, easements or covenants.
- I understand that this is a preliminary planning assessment only and will not result in a permit issued under the *Land Use Planning and Approvals Act 1993* and an application for use or development may still be required for assessment and subsequent Planning Permit being issued.
- I acknowledge that this is not considered a full development and or use assessment and the advice received is generic in nature based on the information submitted as part of this application.
- I declare that the above information is true and correct.
- I acknowledge that the Preliminary Assessment will not commence until the assessment fee is paid.
- 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.

Applicant's Signature	_____	Date	_____
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Preliminary Assessment Documentation Guidelines

Preliminary Assessments do not require development plans and documentation to be prepared by a qualified designer or consultant; however, documentation needs to be clear and detailed to assist Council in providing a more accurate preliminary assessment of your proposal. Council has published a [suite of Planning information sheets](http://www.huonvalley.tas.gov.au/services/planning-2/planning-information-sheets/) which are available on the Huon Valley Council website <http://www.huonvalley.tas.gov.au/services/planning-2/planning-information-sheets/> and at Council offices.

Further information about the Council's Huon Valley Interim Planning Scheme 2015, including mapping information is available from the State Government Planning Scheme website www.iplan.tas.gov.au or via www.thelist.tas.gov.au

Please read the following **checklist** carefully and ensure that you have addressed all necessary information as much as possible. If you require further advice please contact Council's Customer Service Officers on (03) 6264 0300.

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- A completed application form.
 - The application fees (please see <http://www.huonvalley.tas.gov.au>).
 - A current copy of the Certificate of Title to the subject land, containing the Search Page, Plan, Sealed Plan or Diagram, any Schedule of Easements, any Part 5 Agreement or other restrictions for the land.
 - A written submission supporting the proposal and outlining the intended use and nature of the development.
 - One (1) electronic copy of fully dimensioned plans at an appropriate scale (i.e., 1:100, 1:200 or at a scale that is reflective of the size of the proposed development which can be clearly read when printed on A3 sized paper) and includes a north point. Where relevant, these plans should show:
 - A site plan showing the location and dimensions of all existing/proposed buildings, their uses and setback to boundaries and existing/proposed vehicular access.
 - Dimensioned floor plans and elevations, including maximum height
 - External colours and finishes of all proposed buildings.
 - Lot dimensions and contours (related to Australian Height Datum where possible)
 - Finished surface, floor and roof levels
 - The dimension and layout of all car parking spaces
 - Existing trees, nominating those to be removed and those to be retained
 - Extent of any site works (cut, fill and method of retaining)
 - A drainage plan showing the proposed storm water network including downpipes, pipe work, any pits and/or grates, absorption trenches and water tanks and the tank overflows. The plan is to show the drainage to the property boundary if it is not to be contained on-site.
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- All commercial applications will require the following minimal information:
 - Number of staff
 - Operating hours
 - Type and location of equipment to be used
 - Waste production and disposal
 - Signage, including location, elevations, illumination and colour
 - Truck movements and loading/unloading requirements
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In addition to the above some applications may require the following:

- A Bushfire Hazard Management Plan.
- A statement/report from a suitably qualified person on the risk of land instability, including recommendations to minimise and manage risk.
- A site and soil evaluation and system design for onsite wastewater management.
- A survey of flora and fauna including an assessment of their importance, the impact of the proposal and management recommendations.
- A landscaping plan.
- A soil and water management plan (SWMP).
- A heritage impact statement.
- A survey of aboriginal relics and impact statement.
- A traffic impact assessment.
- Photographic montages and/or streetscape elevations.
- An assessment of flood risk.
- Shadow diagrams where development may overshadowing adjoining properties.
- A land capability assessment.

All Use or Development proposals will require the above information to be provided at the time of submitting an application under the *Land Use Planning and Approvals Act 1993*. Some documents must be prepared or endorsed by a suitably qualified person in accordance with the relevant provisions of the Planning Scheme.