



NORTHERN  
MIDLANDS  
COUNCIL

13 Smith Street / PO Box 156  
Longford Tas 7301

# **PLANNING APPLICATION**

Phone: 6397 7303  
E-mail: [planning@nmc.tas.gov.au](mailto:planning@nmc.tas.gov.au)

# PLANNING APPLICATION

## Proposal

**Description of proposal:** .....

.....  
.....  
.....  
.....  
.....

*(attach additional sheets if necessary)*

If applying for a subdivision which creates a new road, please supply three proposed names for the road, in order of preference:

1..... 2..... 3.....

**Site address:** .....

.....

CT no: .....

Estimated cost of project \$.....

*(include cost of landscaping,  
car parks etc for commercial/industrial uses)*

Are there any existing buildings on this property? Yes / No

If yes – main building is used as .....

If variation to Planning Scheme provisions requested, justification to be provided:

.....  
.....  
.....  
.....  
.....

*(attach additional sheets if necessary)*

Is any signage required? .....

*(if yes, provide details)*

# PLANNING APPLICATION

## Applicant / owner details

Applicant: .....

**Signature of Applicant:** ..... **Date:** .....

### Applicant's Details:

Postal address: .....

.....

Phone: ..... Mobile: .....

E-mail: ..... @ .....

I agree to receive communication regarding this application via email (please tick)

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**Name of Owner/s of subject site:** .....

(as per certificate of title)

*(If the subject site is Crown land, owned by the Council or administered by the Council or the Crown, the application must be signed by **either** the responsible Minister of the Crown (or the Minister's delegate) **or** by the General Manager of the Council, **and** must be accompanied by written permission of that Minister or general manager to the making of the application.)*

*If the proposal involves works to an existing access or a new access the application must be signed by **either** the responsible Minister of the Crown (or the Minister's delegate) **or** by the General Manager of the Council **and** must be accompanied by the written permission of that Minister or general manager to the making of the application.*

Owner's postal address: .....

Owner's email address: .....

*As the owner of the land, I consent to the application being submitted,*

**Signed:** ..... **Date:** .....

**OR**

*As the applicant, I declare that I have notified the owner of the application*

**Signed:** ..... **Date:** .....

### Right of Way:

If the subject site is accessed via a right of way, the owner of the ROW must also be notified of the application.

**Name of Owner/s of ROW:** .....

ROW Owner's Postal Address: .....

*As the applicant, I have notified the owner of the ROW of the application*

**Signed:** ..... **Date:** .....

*(attach extra page if required)*

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### Office use only:

Paid \$..... Date: ..... Receipt No: ..... (Code 01)

Ref: **P1**...../ ..... Discretionary / Permitted / No Permit Required

## **Attachments:**

- Site plan** (A4 or A3) showing:
  - new buildings, works and alterations
  - north point, relative site and floor levels
  - lot boundaries, contours, road frontages, rights of way, easements and any services over the land
  - location of any existing buildings or structures on the land or adjoining lots
  - existing natural features such as trees, watercourses etc
  - items to be demolished, areas to be cut and filled
  - vehicle access points to roads and provisions for car parking & manoeuvring
  - provision of open space, including gradients, dimensions, access and adjoining open spaces
  - provisions for drainage
  - a completed environmental supplement for commercial or industrial developments
- Adequate information to fully explain proposal, its intent, compatibility with environs & justification for any variation of Scheme provisions**
- Locality plan showing:**
  - nearby streets
  - nearby buildings & features
- Landscape plans & elevations** (A4 or A3) showing:
  - existing vegetation
  - proposed plantings
  - trees to be removed or land clearing and measures to prevent site soil erosion / pollution
- Proposal plans/drawings** (A4 or A3) showing:
  - floor plan (inc area in m<sup>2</sup>)
  - building elevations (inc heights of building)
  - external materials and proposed colour scheme
  - type and colour and construction materials on all external surfaces
  - details of external lighting including the location, direction and strengths of external lights and proposed baffle devices
  - details of signage required
- Consent of the property owner;**
- Copy of title plan & easements** (available from Service Tas)
- Other reports** (eg engineering)
- Fees**

Application fees are based on estimates provided by the applicant when the planning application is made – an adjustment may be levied when a project cost is provided at building application stage.

Applications may be emailed to [Planning@nmc.tas.gov.au](mailto:Planning@nmc.tas.gov.au), and application fees may be paid over the phone to Council's receptionist.

### **PRIVACY STATEMENT**

The Northern Midlands Council abides by the *Personal Information Protection Act 2004* and views the protection of your privacy as an integral part of its commitment towards complete accountability and integrity in all its activities and programs.

**Collection of Personal Information:** The personal information being collected from you for the purposes of the *Personal Information Protection Act, 2004* and will be used solely by Council in accordance with its Privacy Policy. Council is collecting this information from you in order to process your application.

**Disclosure of Personal Information:** Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information. External organisations to whom this personal information will be disclosed as required under the *Building Act 2016*. This information will not be disclosed to any other external agencies unless required or authorised by law.

**Correction of Personal Information:** If you wish to alter any personal information you have supplied to Council please telephone the Northern Midlands Council on (03) 6397 7303. Please contact the Council's Privacy Officer on (03) 6397 7303 if you have any other enquires concerning Council's privacy procedures.