

APPLICATION FOR PLANNING PERMIT

Planning and Environment Act 1987 Section 47,
 Planning and Environment Regulations, Regulation 16.
Please print clearly. Please read the notes on the back before completing this form.

Application No:	
Date Received:	
Fees Paid:	
Receipt No:	

THE APPLICANT: *Who is making this application*

Name:
Address:
Phone during business hours:

THE LAND: *Give the address and title particulars of the land, and attach a sketch plan if in rural location*

No.	Street			
Crown Allotment No.	Section	Parish	Lot No.	Lodged Plan No.

THE PROPOSAL: *For what use, development or other matter do you require a permit?*

Describe the way the land is used now:-

THE COST OF THE DEVELOPMENT:

If a permit is required to undertake development, state the estimated cost of the proposed development. You may be required to verify this estimate.	\$
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I wish to advise that the following may prohibit access to the land and a site inspection may need to be arranged.

Locked Gates:	Dog:	Other:
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THE OWNER: *If the applicant is not the owner, give the name and address of the owner & complete box A or B.*

Name:
Address:
Phone during business hours:

A	I am the owner of the land. I have seen this application.
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Owner's Signature:	_____
Date:	_____

B	I/We the applicant declare that I/we have notified the owner about this application.
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Applicant's Signature:	_____
Date:	_____

DECLARATION TO BE COMPLETED FOR ALL APPLICATIONS

I declare that all the information I have given is true

Applicant's Signature:	_____
Date:	_____

HOW TO COMPLETE AN APPLICATION FOR A PLANNING PERMIT

Applications must include the information required by Regulation 12 of the Planning and Environment Regulations 1988. This Application for Planning Permit is provided to assist applicants.

YOU MUST GIVE FULL AND ACCURATE DETAILS of your proposal and attach as many supporting documents as possible. Failure to provide thorough details or provide a suitable description of your proposal will result in a further information request. This **WILL DELAY** your application.

THE APPLICANT

- Give your full name or the name of the company.
- Give your full postal address and your contact phone (business, home, mobile) and fax number during business hours.

THE LAND

- Give the street number, street name, town and postcode, and the lot number and lodged plan number or other Title particulars.
- If you attach a plan, please include:
 - The boundaries of the land and their measurements.
 - The street it faces, the nearest intersecting street, the distance from this street and the name of all streets on the plan.
 - The direction of north and the scale of the plan.

THE OWNER

- Complete this section if the applicant is not the owner, otherwise indicate "applicant".

THE PROPOSAL

- Describe your proposed works and / or use. The application must include a plain English description of the proposal which clearly conveys the nature of the proposal. This will be used in any notice about the application. Attach additional information if there is insufficient room.
- Attach a plan to show details of the proposed development. Briefly describe the current use of the land and any buildings.

THE COST OF DEVELOPMENT

- If a permit is required to develop the land, you must give the estimated cost of the development to employ a tradesperson to undertake the works. This is used to assess the amount of any fee you may have to pay.
- Development here refers to the buildings and works you intend to construct on the land. If no buildings or works are proposed and you only intend to change the use in an existing building or on the land, the word 'NIL' should be written in this square. If there are any buildings or works required or associated with the Change of Use, the cost of these works **MUST** be listed. Note that Council may request you to substantiate any amount listed.
- The Responsible Authority will advise you of the fee owing.

HAVE YOU

- ✓ Answered all the questions?
- ✓ Included payment to cover the application fee, if required?
- ✓ Attached all maps, plans, photographs and other documents?
- ✓ Included a list of all the documents?
- ✓ The Responsible Authority will tell you how many copies of each document it needs.

REMEMBER it is against the law to provide false or misleading information. The provision of false or misleading information may result in Council imposing a hefty infringement notice and may cancel your application.