

Lodgement requirements for Planning and Tasmanian Heritage Council (THC) Applications

- **Planning Applications**

Application Form (with consent of owner)

3 copies of plans

Electronic copy of plans and documents (see separate sheet for details)

3 copies of *current Certificate of Title (including title plans and schedule of easements)

*Title to be searched within 60 days of lodgement (with current owners name)

- **Tasmanian Heritage Council (THC)**

THC Application form

2 copies of plans

- ****Additional Information (Planning and THC)**

Required after initial lodgement but before approval

3 copies of amended plans (Planning)

2 copies of amended plans (THC)

- ****Amendment to a Planning Permit
(Any lodgements after approval issued)**

3 copies of amended plans (Planning)

2 copies of amended plans (THC)

**** ALL CHANGES ARE TO BE CLEARLY INDICATED (PREFERABLY HIGHLIGHTED)**

Please Note: An application for Building and Plumbing may be required in accordance with the Building Act 2000

An account for your planning fees will be forwarded to the applicant upon completion of the planning assessment process.



HOBART CITY COUNCIL

FACT SHEET

Electronic copies of plans and associated documentation

The Hobart City Council requires electronic copies of plans and documents to be submitted with every planning application.

The submission of electronic data will enable all plans and associated documentation, including the development application form, for every s.57 (discretionary) application, to be placed on Council's web site for the period that the application is on public exhibition. It is also the first stage of Council moving towards the electronic lodgement of applications.

One file should be created per plan and must be supplied as a PDF file not larger than 1Mb in size and should be named using the following format:

- **Plan description (eg. elevation, site plan, floor plan)**
- **Plan number (including version)**
- **Date drawn (preferably in DDMMYYYY format)**

For example: floor plan ground floor DRAW06781a 22062007.PDF

Council's preference is that the plan to be scaled at A2-A4 sized paper.

Associated documentation must be supplied as a searchable text PDF. They should be A4 formatted and optimized for publishing to the web. PDF files larger than 1Mb should be broken up into logical sections and supplied as separate files.

Files are to be named using the following format.

- **Document name**
(eg. Traffic impact assessment, landscaping plan)
- **Date of document**
(eg. Traffic impact assessment 22002007.pdf)

If an application is submitted without the necessary CD/DVD, Council officers are able to undertake the scanning on your behalf. Fees associated with this are:

- **\$1.10 per A4 and A3 size page up to 5 pages**
\$2.20 per page for 6 and over with a maximum fee of \$88
- **\$5.50 per A2- A0 size page for up to 10 pages**
\$11 per page for 11 and over with a maximum fee of \$165

