

## ELECTRONIC LODGEMENT AND PROCESSING OF PLANNING APPLICATIONS

From March 2014 Clarence City Council will request Applications for Development/Use or Subdivision in PDF format through our new electronic lodgement process.

### ***How do I lodge my planning application?***

Council will accept all Applications for Development/Use or Subdivision via email to [cityplanning@ccc.tas.gov.au](mailto:cityplanning@ccc.tas.gov.au) or via mail or over the counter on a CD/DVD. Unfortunately, Council will not be able to accept applications on USB devices or links to websites.

Council will continue to accept applications in hard copy format for an interim period. In such cases 1 paper copy of all the documents should be submitted. These documents will not form part of any approval or permit but will be used for the purpose of advertising and as a working copy. Following determination of your application, Council will store documentation relating to the application in electronic format only.

### ***What information should I include in my planning application?***

An electronic application should contain all of the relevant documents, plans, reports and supporting information as detailed on the application form checklist, which can be downloaded from Council's website at [www.ccc.tas.gov.au](http://www.ccc.tas.gov.au).

### ***How do I know what fees are due?***

Following lodgement of your application a tax invoice will be provided showing the planning fees applicable to your application. A copy of Council's fee schedule is available on Council's website, or alternatively, you may wish to contact one of Council's planning staff on (03) 6217 9550 to determine what fees will apply.

### ***How should my documents be saved and named?***

Documents must be in PDF format and each document is to be saved separately with all pages of that document merged as one file. Documents should be labelled clearly with the street address and what the document is, as per the following examples:

123 Council Road – Application Form and Title;

123 Council Road – Plans (this document should include all plans, ie. site plan, elevations, floor plans etc)

123 Council Road – Soil and Water Management Plan;

123 Council Road – Correspondence;

CD/DVD's will need to be clearly labelled with the property address and the documentation included.

Plan documents should be 'flattened' and not contain multiple document layers.

***How will Council correspond with me regarding my planning application?***

If you provide an email address on your planning application form Council will correspond with you via email. Providing an email address will be treated as consent, pursuant to the Electronic Transactions Act 2000, to use this address for requests for additional information, Council's decision to grant or refuse to grant a permit and any other necessary correspondence relating to your application.

It is vital that you ensure you provide Council with your correct email address and that you monitor your email account regularly in the event of important communications from us.

***What do I do if I don't have an email address, or prefer to receive hard copies?***

Council will only use your email address as the method of contact if you complete the relevant tick box on the application form. If this box is not ticked then Council will correspond with you via hard copy through normal postal delivery.

***How do I submit further information or amendments to my planning application?***

All amendments and any additional information requested from you should be submitted in the same format via email to [cityplanning@ccc.tas.gov.au](mailto:cityplanning@ccc.tas.gov.au) or on CD/DVD via post or over the counter.

***Should you require any further assistance, please contact Council's planning staff on telephone (03) 6217 9550.***



Clarence... a brighter place

# Request for Preliminary Planning Assessment

The personal information on this form is required by Council for the development of land under the Land Use Planning and Approvals Act 1993. We will only use your personal information for this and other related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at [www.ccc.tas.gov.au](http://www.ccc.tas.gov.au) or at Council offices.

### Applicant's Details:

<i>Name/s</i>		
<i>Address</i>		
<i>Suburb</i>		<i>Postcode</i>
<i>Phone number</i>	<i>(Business Hours)</i>	<i>(Mobile)</i>
<i>Email</i>		

### Address of proposed use/development:

<i>Address</i>	
<i>Suburb</i>	<i>Postcode</i>

### Details of proposed use/development (relevant plans to be attached):


### Applicant's Signature:

Signature: .....	Date: .....
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