



DEVELOPMENT ASSESSMENT PROCESS

ACTIONS BY A DEVELOPER (APPLICANT)

1. Preliminary design and preparation of plans
2. Pre-application discussion with the City's planning officers (this is recommended but not mandatory)
3. Pre-application discussion with neighbouring property owners and occupiers (this is recommended but not mandatory)
4. Compilation of all information required as detailed in lodgement guidelines

ACTIONS BY THE CITY'S DEVELOPMENT APPRAISAL UNIT

1. Application received by the City
2. Preliminary assessment of application to ascertain if all information has been submitted
3. Request for further information (if required)
 - Application will be held in abeyance until the required information is received to the City's satisfaction
4. Referral to internal units (if required) i.e. Environmental Engineering Unit
5. Formal advertising of the application (if required) – open to representation for 14 days. The City's officers will:
 - Notify the owners/occupiers of any property which shares a boundary with the land subject to the development application;
 - Place an advertisement in *The Mercury* newspaper; and
 - Place a notice on all public frontages bounded by the property, which is the subject of the development application.
6. Assessment of the development application, taking into consideration any representations, which may have been submitted during the statutory advertising period.

7. Report with recommendation for approval with conditions or refusal forwarded for authorisation (depending on delegation) to:
 - a. Senior Statutory Planner
 - b. Director City Planning
 - c. The Council
 - The City of Hobart has 28 days to assess a permitted application under s58 of the Land Use Planning and Approvals Act and 42 days to assess a discretionary application through s 57 once all the required information has been submitted in which to process an application, unless the applicant has granted an extension of time.
8. Permit containing conditions of approval/reasons for refusal forwarded to applicant (and any representatives) within 7 days of a decision being made.

APPEALS

1. The applicant or a person who has submitted a representation within the statutory advertising period, are able to appeal against a decision or conditions of approval imposed on the permit, within 14 days from the date of the written notification of the decision. This appeal is lodged with the Resource Management and Planning Appeals Tribunal.
2. The permit does not take effect until such time as this 14 day period has expired.

OTHER PERMITS WHICH MAY BE REQUIRED TO BE OBTAINED SUBSEQUENT TO RECEIVING PLANNING APPROVAL

Depending on the type of work that is proposed, you may need to obtain building and plumbing permits.

The Building Permit process regulates the construction and alteration of buildings by assessing proposed buildings and structures and alteration work against the requirements of the [Building Code of Australia](#) (BCA).

Plumbing Permits are usually part of the Building Permit process. It is suggested that you visit the City's web site which explains the building permit and plumbing permit process and requirements.

If your development application is refused then your applications for building and plumbing permits will not be approved.