

### 1. Sketch Your Ideas

Whilst professionally prepared plans are a good idea for planning permit approvals, they are not required in any legislation. You need only to demonstrate your proposal so structural plans are not necessary at this point.

- Prepare a sketch of the site and draw it to scale 1:100 (1cm = 1m). If your site is too large for the paper, draw an overview of the site and then a 'blown-up' portion of the site to scale on a separate sheet.
- Include floor plans and distances from external walls to the boundaries.
- Draw elevations and show an overall height of the proposal if possible.



### 2. Planning

- Take your sketches to the Council and ask to see the Planning Staff to determine if your proposal requires Planning Approval. This service is free and is extremely important. **(If exempt from Planning Approval go to Step 3)**
- Find out what type of application is needed.
- Lodge an application with Council – include site plan, floor plan, elevations, and title certificate, schedule of easements (if applicable) and the title diagram (available from your solicitor, bank or Service Tasmania) and anything else that the planner has discussed with you. **This can take up to 42 days to be assessed.**

**Make sure you read your permit carefully!**

**Note: The application may be referred from the Council to Cradle Mountain Water, and Permit Conditions may be assigned by Cradle Mountain Water to any potential Permit appearing as an attachment (Part B).**

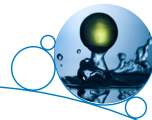


### 3. Get Professional Advice

Have your plans drawn professionally!

**You must obtain professionally prepared or endorsed plans at this stage. You must use a professional who is an accredited practitioner. This is required by legislation.**

- Once you have either your 'Exemption from Planning' or your 'Planning Permit' talk to an accredited Building Designer or Architect. Have your plans drawn for construction and ask the designer to consult with your Building Surveyor through the design process.
- Take the finished plans to your Building Surveyor as they need to be certified. They will keep the plans until you return with Steps 4 & 5 below.



### 4. Select Your Builder

- Select an accredited builder, or if you are an 'Owner Builder' talk to your Council's Building Department about what extra paperwork is required.
- Get your Builder's Accreditation Number or complete the Owner Builder Documents as well as anything else the Council Building Department has requested you to do.



### 5. Certifiable Works – Cradle Mountain Water

- Complete a 'Building and Plumbing Exemption Form' which is available from your Council or from Cradle Mountain Water's Customer Service Centres. (If exempted by an Assessment Officer, go to Step 6)
- If your development 'ticks' the YES box to the above exemption form; you must apply for a 'Certificate of Certifiable Works', which is available from the Customer Service Centres or from [www.cmwater.com.au](http://www.cmwater.com.au)
- A certificate will be issued within 14 days. This is sent to the Council and to your Building Surveyor.

**Note: This step is required for ALL building works.**



### 6. Certificate of Likely Compliance

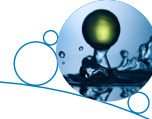
- Give your Building Surveyor your builders details (or the Owner Builder documents) and the 'Certificate of Certifiable Works (or the Exemption if applicable) from Cradle Mountain Water.
- A Certificate of Likely Compliance will be issued by your Building Surveyor in due course.



### 7. Building Permit

- Apply for a 'Building and Plumbing Permit' through your Council. You will need to take everything that the Building Surveyor has given you.
- Wait for your building permit **BEFORE** starting any works. This should not take any longer than 14 days.

**Note: There are heavy penalties for illegal works (works without a Permit).**



### 8. Start Building

- Take your documents to your builder and discuss the start date.
- Works must start within 1 year and must be completed within 2 years.

**Note: Council and your building surveyor can agree for a 'limited' extension of time if necessary.**

### How to Contact Us

If you have any further questions please contact one of our Development Assessment Officers.

**Email:** [enquiries@cmwater.com.au](mailto:enquiries@cmwater.com.au)

**Mail:** PO Box 3147DC  
Ulverstone, 7315

#### Customer Service Centres:

**Devonport:**  
23 Stewart Street

**Burnie:**  
Columnar Crt, 22 Wilmot Street

**Queenstown:**  
17 Orr Street

**Telephone:**  
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