

PLANNING APPLICATION NOTIFICATION GUIDE

COUNCIL	
Step 1	Prior to accepting the planning application over the counter, check that all documents required by Southern Water are included (see checklist attached).
Step 2	Date stamp all documents lodged in planning applications, additional information, or amendments.
Step 3	Scan documents converting into digital format PDF.
Step 4	Check whether that the application is non-exempt in accordance with statutory requirements. For assistance, refer to Southern Water Planning Notification Exemption Guide.
Step 5	<p>If notification is required then 'without delay' refer PDF files, along with form PL02A to Southern Water as attachments to an email as follows:-</p> <p style="text-align: center;">development@southernwatertas.com.au</p> <p>With the email subject box completed as follows: -</p> <p style="text-align: center;">Subject: [street name][property number][suburb][application/additional information/amendment]</p>

SOUTHERN WATER	
Step 1	Reply to Council's emailed notification with receipt date stamp.
Step 2	Assess for sufficiency of information.
Step 3	By working day 7 from receipt, if insufficient information, request further information from Council.
Step 4	If the further information received by Council is still insufficient, within 7 working days after receipt of that further information from Council advise Council that the request for further information has still not be answered to Southern Water's satisfaction.
Step 5	Within 14 working days from receipt of the notification under Step 1 or receipt of the further information under Step 3 or 4 (as the context requires), submit to the Council any conditions and advice to be included with planning permit. If no conditions or advice are submitted, Southern Water will advise Council as soon as possible.

Please email completed form and all supporting documentation to

Southern Water

development@southernwatertas.com.au

Issued in accordance with the Water and Sewerage Industry Act 2008, and the Water and Sewerage Industry (General) Regulations 2009

Tasmanian Water and Sewerage Corporation (Southern Region) Pty Ltd

ABN: 65 133 654 976

PLANNING REFERRAL SYSTEM CHECKLIST

Address	
DA Number	

To be completed by Council for ensuring necessary documents are included in the referral. Do not notify Southern Water of the application unless all the listed documents are included.

INCLUDED BY APPLICANT

Site location plan	<input type="checkbox"/>
Architectural Drawings	<input type="checkbox"/>
Concept Servicing Plan	<input type="checkbox"/>
Certificate of Title documents including the 'Council Page'.	<input type="checkbox"/>

INCLUDED BY COUNCIL

Form PL02A Council Notice of Planning Application Referral	<input type="checkbox"/>
Southern Water <i>Planning Notification Exemption Form</i>	<input type="checkbox"/>
This <i>Checklist</i>	<input type="checkbox"/>

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