

# Checklist before using the Director's Determination of Categories of Building/ Demolition Work

**Owners, builders or designers: use this Checklist to identify:**

- Land or building characteristics that may affect planned work
- Any special building requirements needing further research approval before starting

**Use the Checklist with:**

- Design and construction of any building
- Demolition or plumbing work
- Change of use for existing premises
- Associated land clearance
- Excavation or filling

Check for:	Details of matters to consider further or documents that may be needed:	More information from:	Considered? Y/N
<b>Land Title Certificate(deeds) of the premises</b>	Certificate of Title and registered surveyor's plans of land Shows registered owners, easements, restrictive covenants, encumbrances, etc. applicable to that allotment and other information affecting that land; also includes registered strata title schemes	Land Titles Office or Service Tasmania shops (search land titles for a fee) Land Surveyor Solicitor	
<b>Site survey</b>	Recent land surveyor's report to ascertain the Australian Height Datum and site conditions, distances from boundaries and other buildings, location of survey pegs or existing dividing fences.  Is the land on a steep slope and require special foundations or retaining walls? Will the block size, shape and aspect accommodate your planned home? Does the orientation suit energy efficient design?	Land Surveyor Licensed building designer or architect Licensed builder	

Check for:	Details of matters to consider further or documents that may be needed:	More information from:	Considered? Y/N
<b>Soil testing/ classification</b>	To determine the properties of the ground for the design of appropriate footings or a slab for a site. Tested to the Australian Standard AS 2870	Soil scientist Engineering geologist Geotechnical consultant	
<b>Planning/ Development</b>	Planning Scheme provisions; is the proposal <ul style="list-style-type: none"> <li>• Exempt?</li> <li>• No Permit required?</li> <li>• Permitted?</li> <li>• Discretionary?</li> </ul> Permitted zoning and use (and current use of site) Energy efficiency and shading Development (e.g. associated vegetation removal) Restrictive covenants on land Subdivision approval Built Environment (heritage listed) or Aboriginal Heritage restrictions	Council (planning) Heritage Tasmania (heritage matters)	
<b>Location in Hazard Areas?</b>	Bushfire-prone area, or a Bushfire Hazard Management Plan already exists for those premises Landslip (in declared landslip areas) Coastal inundation or erosion prone area Flood-prone Area	Council (planning) The List <a href="http://www.thelist.tas.gov.au">www.thelist.tas.gov.au</a> Accredited Bushfire Hazard Assessor	
<b>Hazardous materials or contaminated sites?</b>	Asbestos Lead paints Former landfill sites Former industrial uses on the site or soil contaminants are present	WorkSafe Tasmania Licensed asbestos removalist	

Check for:	Details of matters to consider further or documents that may be needed:	More information from:	Considered? Y/N
<b>Availability of Services?</b>	<p>Can land be seweraged, drained (stormwater or wastewater), or wastewater disposed of by onsite treatment, drinking water supplied, road access; are electrical, gas or telecommunications services available?</p> <p>Assessments of capacity of the soil to disperse treated wastewater</p> <p>Is TasWater approval needed? – (a licensed designer can assess this)</p>	<p>TasWater (water &amp; sewerage)</p> <p>Council (stormwater, road access)</p> <p>Waste-water treatment designer (on-site systems)</p> <p>TasNetworks (electricity supply)</p> <p>NBN Co. (broadband communications)</p>	
<b>Special licence required for an activity?</b>	<p>Is there a special licence needed for using that building or premises?</p> <ul style="list-style-type: none"> <li>• Primary produce processing facility, abattoir or a dairy</li> <li>• Child care centre</li> <li>• Liquor is served or sold</li> <li>• Private hospital or medical procedures performed</li> </ul>	<b>See more information and contacts below</b>	
<b>Dangerous goods licence?</b>	Dangerous substances - storage or processing of large quantities only	WorkSafe Tasmania	
<b>Protection of existing services</b>	<p>Effects of work on infrastructure, or easements of utilities or councils</p> <p>Approved bushfire hazard mitigation measures maintained (development or building applications)</p> <p>Position of electricity wayleaves, buried drains, pipes, cables, land application areas for an onsite wastewater management system</p> <p>Fire safety communications (monitored alarm systems)</p>	<p>Dial before you dig (phone 1100)</p> <p>Council (stormwater, roads &amp; footpaths, bushfire plans)</p> <p>Accredited Bushfire Hazard Assessor</p> <p>TasWater (water &amp; sewerage)</p> <p>TasNetworks (electricity supply)</p> <p>TasGas (gas supply)</p> <p>NBN Co. (broadband communications)</p> <p>Tasmania Fire Service or private alarm monitor service</p>	
<b>Non-compliance orders served?</b>	Are there any outstanding council orders for breaches of planning or building laws relevant to the land or premises?	Council (apply for a “Section 337 Certificate”)	

## Contacts for premises requiring a Special Licence

Licence type	Name	Contact
Premises for a food business (retail, wholesale etc.)	Council's Environmental Health Officer	Local Council offices
Primary Produce Facility/ food processing/ dairy/ poultry/ eggs/ abattoir	Department of Primary Industries, Parks, Water and Environment Food Safety Management Officer	Phone: 03 6165 3091 Email: <a href="mailto:Owen.Hunt@dpipwe.tas.gov.au">Owen.Hunt@dpipwe.tas.gov.au</a>
Liquor licence	Treasury (Liquor and Gaming Branch)	(03) 6166 4040
Early Childhood Centre and School Age Care Facilities	Department of Education (Education and Care Unit)	(03) 6165 5425 or 1300 135 513 <a href="mailto:ecu.comment@education.tas.gov.au">ecu.comment@education.tas.gov.au</a>
Private hospitals and day procedure centres where medical and surgical procedures are performed	Department of Health and Human Services Regulation and Licensing	(03) 6166 3854 Email: <a href="mailto:hselicensing@dhhs.tas.gov.au">hselicensing@dhhs.tas.gov.au</a>

## Useful contacts before starting any building, plumbing or demolition work

Name	Phone	Website
Consumer Building and Occupational Services (questions on practitioner licensing, owner builder permits etc.)	1300 65 44 99	<a href="http://www.justice.tas.gov.au">www.justice.tas.gov.au</a>
Heritage Tasmania	1300 850 332 (cost of a local call)	<a href="http://heritage.tas.gov.au/">http://heritage.tas.gov.au/</a>
Local Government Association of Tasmania (Council Contacts)	(03) 6233 5966	<a href="http://www.lgat.tas.gov.au/page.aspx">http://www.lgat.tas.gov.au/page.aspx</a>
TasGas	Free call: 1800 438 427	<a href="https://www.tasgas.com.au/contact-us">https://www.tasgas.com.au/contact-us</a>
TasNetworks	1300 127 777	<a href="http://www.tasnetworks.com.au">www.tasnetworks.com.au</a>
TasWater	136992	<a href="http://www.taswater.com.au/">http://www.taswater.com.au/</a>
WorkSafe Tasmania	1300 366 322	<a href="http://worksafe.tas.gov.au/">http://worksafe.tas.gov.au/</a>