

ENQUIRIES: BUILDING SECTION
CONTACT: (03) 6216 6800
E-MAIL: gccmail@gcc.tas.gov.au



GLENORCHY CITY
Where ideas happen.

29 August 2018

Cromer & Partners
11/15 Gladstone Street
Battery Point TAS 7004

Dear Sir/Madam

Changes to Glenorchy City Council's Strata Application Process

Council's Building Section have recently reviewed Glenorchy Council's internal strata process. In an effort to improve efficiency in processing these applications, we are implementing some new changes.

Please find a link below which will direct you to Council's website and specifically the Strata and Staged Development Schemes page.

<https://www.gcc.tas.gov.au/planning-and-development/building/strata-and-staged-development-schemes.aspx>

There is now an application form (see attached) which must be completed and submitted to Council with your strata documentation - 'Strata Title Application Form'.

Please note that this application form will be required as part of your strata submission as of the 1st of October 2018.

If the application form is not completed or the associated documentation is not provided, Council will not be able to accept/process the application.

Upon receipt of a new strata application, Council will create and send out an invoice along with a request for any required documentation to the nominated individual/company. Once the invoice is paid and all of the required documentation is supplied, the application will be assessed.

We are hoping that this change in process will improve the overall approval/assessment time.

We thank you in advance for your acknowledgement of the change in process when preparing your future applications.

If you have any questions relating to the new changes, please contact the undersigned officer to discuss further.

Kind Regards,



Dylan Jeffes
BUILDING OFFICER

PO Box 103
Glenorchy Tas 7010
Ph: (03) 62166 800
gccmail@gcc.tas.gov.au



STRATA APPLICATION

Strata Title Act 1998

To: Council
 Address
 Suburb/postcode

Application for: **SINGLE STRATA** **STAGED STRATA** (X ones applicable)

Applicant / Owner details:

Note: Only an owner or agent of the owner may make an application

Owner: Contact person:
Address: Phone No:
 Fax No:
 Email address:
Land Surveyor: Contact person:
Address: Phone No:
 Fax No:
 Email address:
Agent: Contact person:
Address: Phone No:
 Fax No:
 Email address:

Note: Agents to be authorised in writing by the owner

Please nominate the individual authorised to collect the plans upon approval:

Name: Contact #:

Application Property Details:

Current Address: Certificate of title No:

Documents and certificates provided:

The following documents and certificates are provided with this application -

Document or certificate description:	Prepared by:
<ul style="list-style-type: none"> Survey plans prepared and signed by a registered Land Surveyor Completion Certificates for all Building & Plumbing Permits issued after 1994 A copy of relevant planning permit(s) associated with the proposed strata development 	Land Surveyor

By lodgement of this strata application, I hereby acknowledge the following:

- All necessary Building, Plumbing & Planning Permits have been finalised and complied with; and
- That Council will need to undertake a thorough assessment and review of this property (including past permits, approvals and works). Should outstanding matters need to be addressed, this may prevent/ hinder the progression of my application until such time as all outstanding matters have been resolved to Councils satisfaction.

Owner / Agent: Name: [print] Signed Date
(Delete one not applicable)