

Guide To: Amending planning applications and permits

This information sheet explains how to use our forms to amend a current application, amend an approved planning permit or lodge information with Council. A copy of the forms are available from Council or via Council's website.

Declaration to Amend an Application for Planning Permit Section 50 or 57A of the *Planning and Environment Act 1987*

You should use this form if you intend to amend your current application either before or after public notification, pursuant to Section 50 or 57A of the *Planning and Environment Act 1987*.

Amendments may relate to:

- the use or development mentioned in the application.
- the description of the land to which the application applies.
- any plans or other documents which form part of the application.

Please give full details of the nature of the proposed amendments and clearly highlight any changes to plans (where applicable). If you do not give enough detail or fail to provide a suitable description of the amendments Council will request additional information which will further delay your application.

If it is proposed to alter the plans three **full** sets must be provided as well as the completed application form and relevant fee.

Application to Amend an approved planning permit Section 72 of the Planning and Environment Act 1987
You should use this form to amend a planning permit, including any plans, drawings or other documents approved under the permit, under Section 72 of the *Planning and Environment Act 1987*. This form cannot be used to amend a permit issued by VCAT. This includes permits issued as a result of a mediation agreement at VCAT.

If it is proposed to alter the plans three **full** sets must be provided as well as the completed application form and relevant fee.

Application to Amend plans or obtain approval under 'secondary consent'

You should use this form if you wish to apply using the 'secondary consent' provisions of a planning permit condition. Generally this method may be used where the modifications sought are minor.

If it is proposed to alter the plans three **full** sets must be provided as well as the completed application form and relevant fee.

Submission of plans/documents under the requirements of a planning permit

This form should be used if you wish to lodge plans and documents for endorsement in accordance with the requirements of a planning permit condition. Two **full** sets of plans must be provided, not just those plans that show the modifications for which approval is being sought.

Other documentation

If you wish to submit plans or documents other than those listed above please ensure you include a covering letter with your name, contact details, property address and an explanation of why you are submitting the documents.

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