

Amending a planning permit

A request to amend a planning permit must be made through Council's Planning Department. Conditions of a planning permit can be amended to add, vary or delete any conditions that have been placed on the permit. The amendment must not change the use for which the permit was issued, other than a minor change to the description of the use. If there is doubt as to whether the amendment is minor, the matter can be referred to Victorian Civil Administrative Tribunal (VCAT) under the provisions of Section 87 of the Planning and Environment Act 1987 or a new permit can be sought.

The required information to amend a planning permit is:

- The planning permit number and address;
- Details of the proposed amendment to the planning permit;
- An explanation of why the amendment is to be made; and
- An amendment fee.

Amending endorsed plans

Any changes that need to be made to the endorsed plans will need to be approved by Council's

Planning Department. An amendment is any change to the endorsed plans that will not be detrimental to surrounding properties. An amendment can only be made to a proposal that has not been completed. If the amendment is beyond the scope of modifications it is appropriate for a new application to be made.

The following information will need to be provided for an amendment to the endorsed plans:

- Three copies of the proposed changes, which are to be highlighted on the plan;
- A written summary explaining the proposed amendments and reasons why the amendments are to be made; and
- An amendment fee, which varies depending on the number of amendments made to the endorsed plans.

Extension of time to a planning permit

Council's Planning Department must assess an extension of time to a planning permit application. An extension of time application must be submitted to Council before the expiry date or within three months after the permit has expired. It must be clearly stated if the application for extension of time is for the commencement of the proposal or the completion of the development.

Where can you get more information?

More information about the assessment of planning permit amendments is available in 'Using Victoria's Planning System', available from the Department of Sustainability & Environment.

Other helpful sites for information include:

www.bayside.vic.gov.au

www.dse.vic.gov.au