



Planning Enquiries
Phone: XXXX XXXX

Office Use Only

Application No:	Fee:	\$
Date Lodged: / /	Receipt No:	
Date Allocated: / /	Ward:	
Allocated to:	Zone(s):	
	Overlay(s):	

Application to Amend a Planning Permit

Use this form to make an application to amend a planning permit under section 72 of the Act and to provide the information required by Regulation 16 of the *Planning and Environment Regulations 2005*.

Guide for the form

If you need help to complete this form, read **How to complete the Application to Amend a Planning Permit form**, (available from your local council, the DSE bookshop (8 Nicholson Street, Melbourne), or www.dse.vic.gov.au/planning).

Supplementary information requested in this form should be provided as an attachment.

Privacy notice

! All information collected as part of this permit application will be available for public inspection in accordance with Section 51 of the Planning and Environment Act 1987, unless you specifically request confidentiality. The information collected about you as part of the planning permit process will be made available at the council, should you wish to inspect it.

Council help with the application

Contact council to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

- ① Has there been a pre-application meeting with a council officer?

Yes No

If yes, with whom?:

Date: D D / M M / Y Y Y Y

The land

- ② Address of the land

Street No:

Street Name:

Lot No.

on Lodged Plan / Plan of Subdivision No.

Suburb/Locality:

Postcode:

- ③ Title information

Attach a full, current copy of title information for each individual parcel of land.

- ④ Describe how the land is used and developed now
eg. single dwelling, three dwellings, shop, factory, medical centre with two practitioners, licensed restaurant with 80 seats.
A plan and photos of the existing conditions are helpful.

The amendment proposal

5 Provide details of the permit being amended and the amendment being applied for.

a. What permit is being amended?

Include the permit number and what the permit allows.

b. What is the amendment being applied for?

Describe the changes proposed to the permit including any changes to the plans or to any other documents included in the permit.

c. Why is the amendment required?

State the reasons for the change.

6 Covenants and other restrictions on title?

Check on title information:

Covenants, section 173 agreements and other restrictions are identified on the certificate of title.

Is the land affected by a registered covenant, section 173 agreement or restriction on title eg easement or building envelope?

No, go to 7.

Yes, Attach a copy of the registered covenant or section 173 agreement.

Does the proposal breach, in any way, the registered covenant, section 173 agreement or restriction on title?

No, go to 7.

Yes, contact council for advice on how to proceed before continuing with this application.

Note

Council must not grant an amendment to a permit that authorises anything that would result in a breach of a registered restrictive covenant (sections 61(4) and 62 of the *Planning and Environment Act 1987*).
Contact council for advice

7 Additional information about the proposal.

Attach additional information providing details of the proposal, including:

Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.

Plans showing the layout and details of the proposal. Contact council or refer to council planning permit checklists for the quantity to be supplied, scale, level of detail etc.

If required, a description of the likely effect of the proposal (eg. traffic, noise, environmental impacts).

Supporting information (attachments – plans/drawings/reports)

- 8 List the documents you are attaching to support this amendment to the permit application including the title, plans, etc.

	Quantity	Document	Document date									
			D	D	/	M	M	/	Y	Y	Y	Y
a)			D	D	/	M	M	/	Y	Y	Y	Y
b)			D	D	/	M	M	/	Y	Y	Y	Y
c)			D	D	/	M	M	/	Y	Y	Y	Y
d)			D	D	/	M	M	/	Y	Y	Y	Y
e)			D	D	/	M	M	/	Y	Y	Y	Y
f)			D	D	/	M	M	/	Y	Y	Y	Y
g)			D	D	/	M	M	/	Y	Y	Y	Y
h)			D	D	/	M	M	/	Y	Y	Y	Y
i)			D	D	/	M	M	/	Y	Y	Y	Y
j)			D	D	/	M	M	/	Y	Y	Y	Y
k)			D	D	/	M	M	/	Y	Y	Y	Y
l)			D	D	/	M	M	/	Y	Y	Y	Y

Costs of buildings and works/permit fee

An application to amend a permit must be accompanied by the prescribed fee. To help the council to calculate the applicable fee, please provide the following information.

- 9 If the permit allows development, state the estimated cost difference between the development allowed by the permit and the development to be allowed by the permit as amended.

I You may be required to verify this estimate.

- 10 Do you require a tax receipt for the application to amend a permit fee?

	<input type="text" value="Cost \$"/> Write 'NIL' if the cost difference is \$0.00 Write 'N/A' if the permit does not allow development
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Contact, applicant and owner details

⑪ Provide details of the contact, applicant and owner of the land.

Contact

The person you want council to communicate with about the application.

Name:	
Organisation (if applicable):	
Postal address:	
Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Contact phone:	<input type="checkbox"/>
Mobile phone:	<input type="checkbox"/>
Email:	<input type="checkbox"/>
Fax:	<input type="checkbox"/>
Indicate preferred contact method	

Applicant

The person or organisation who wants the permit.

<input type="checkbox"/> Same as contact, if not complete details below.
Name:
Organisation (if applicable):
Postal address:
Postcode: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Owner

The person or organisation who owns the land.

<input type="checkbox"/> Same as contact	<input type="checkbox"/> Same as applicant
Where the owner is different from the applicant or contact provide the name of the person or organisation who owns the land.	
Name: (if applicable)	
Organisation (if applicable):	

Information checklist

⑫ Have you

<input type="checkbox"/>	Filled in the form completely?
<input type="checkbox"/>	Paid or included the application fee? (Contact council to determine the appropriate fee).
<input checked="" type="checkbox"/>	Attached all necessary supporting information and documents?

Declaration

13 This form must be signed

Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare that all the information in this application is true and correct and the owner (if not myself) has been advised of the permit application.

Name:

I am the: (tick all that apply)

Owner

Applicant

Contact

Agent for the applicant or owner (provide details in the Agent section below if you are not the contact)

Signature

Date: / /

Organisation (if applicable):

Postal address:

Postcode:

Agent

If you are an agent for the applicant or owner and not the contact as well, please provide your details.

Lodgement

Lodge the completed and signed form and all documents with:

For help or more information

Council Name

Council Address

Council Address

Council Address

Telephone: ????????????

TTY: ????????????

Fax: ????????????

Email: ????????????

Translation: ????????????