

Application for an Extension of Time to a Planning Permit

Use this form to apply for an extension of time to an existing Planning Permit under Section 69 of the *Planning and Environment Act 1987*

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

Privacy notice

All information collected as part of this application will be available for public inspection in accordance with Section 51 of the *Planning and Environment Act 1987*. If you fail to provide this information, your application may not be processed. The information collected about you as part of the planning permit process will be made available at your request

Council help with the application

For assistance or to discuss the specific requirements for this application, please contact the Planning Services Unit on (03) 5950 1010. Insufficient or unclear information may delay your application.

1. Applicant details

Provide details of the applicant and contact (if applicable) –

Please note we will be issuing this decision electronically, so please ensure you complete the contact email address

Applicant

Name:	
Organisation:	
Postal Address:	
Postcode:	
Contact phone:	Mobile Phone:
Email:	
Name:	
Organisation:	
Postal Address:	
Postcode:	
Contact phone:	Mobile Phone:
Email:	

Applicant Contact

The person you want council to communicate with about the application (only complete if different from above)

2. Planning permit reference

Please provide the original planning permit number

P

3. The land

Address of the land

Street No:	Street Name:	
Lot No:	On LP/PS No:	
Township:	Postcode:	

4. Title Information

Encumbrances on title*

Check on title information:

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

Are there any encumbrances on title such as a restrictive covenant, a section 173 agreement or other obligation such as a building envelope?

☐ Yes

☐ No

If Yes, provide a full, current copy of the title (**no more than three months old**) for each individual parcel of land forming the subject site. (The title includes: the covering "registered search statement", the title plan of subdivision and the associated title documents, known as 'instruments', e.g. restrictive covenants).

5. Reason for extension request

Has the development &/or use commenced?

☐ Yes – provide details below ☐ No

Detail the status of the development &/or use.
(e.g. earthworks, vegetation removed)

Why is the extension required?

Time required

☐ 1 year ☐ 2 years ☐ Other (please specify) _____

6. Information checklist

Have you....

☐ Filled in the form completely?

☐ Paid or included the correct application fee (see [Planning Services – Fee Schedule](#))

7. Declaration

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: _____

Signature: _____

Date: _____

Lodgement

Lodge a copy of the completed signed form and all documents (if required):

Please lodge and pay for your application **via our [online lodgement portal](#)**

For help or more information:

If you require assistance or are unable to lodge online, please contact Planning Support on (03) 5950 1010 to discuss alternative lodgement options