



Application to Amend a Planning Permit Under Secondary Consent

Please note this application form can only be used to amend minor modifications to previously endorsed plans.

The proposal cannot transform the permit to a use or development that was not previously considered and approved. Amendments to permit conditions or major changes to the endorsed plans must be applied for under Section 72 of the Planning & Environment Act 1987

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*. 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

Does the proposed amendment:

- ☐ Alter any of the original permit conditions and/or alter the original permit description
- ☐ Propose changes that would require advertising and/or result in a transformation of the approved permit
- ☐ Conflict with the approved permit description and/or conditions

If you have ticked any of the above boxes please apply to amend the planning permit via a Section 72 Amendment form.

Note: During Council's assessment of this Secondary Consent amendment, if the proposed changes to the plans vary any of the above elements your application may be refused or significantly delayed, as a Secondary Consent application is the incorrect application pathway eg. varying screening that potentially increases overlooking.

1. Planning permit reference

Please provide the original planning permit number

P

2. The land

Address of the land

Street No:

Street Name:

Lot No:

On LP/PS No:

Township:

Postcode:

3. The amendment proposed

What is the proposed amendment?

Provide a brief description of what is proposed to be amended

Note: An itemised version of the amendments proposed is also required as per the checklist on Page 2.

4. Have the works commenced?

☐

Yes

☐

No

5. Applicant and owner details

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

Applicant

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)

Name:

Organisation:

Postal Address:

Postcode:

Contact phone:

Mobile Phone:

Email:

Owner

The person or organisation who owns the land.

☐ Same as applicant

Where the owner is different from the applicant, please provide the name of the person or organisation who owns the land.

Name:

Organisation (if applicable):

6. Checklist and Declaration

Information checklist to complete prior to lodging a Secondary Consent Amendment:

To avoid delays with processing this Secondary Consent Amendment, it is requested that the following be submitted:

- ☐ A full set of amended site, floor & elevation plans (including a landscape plan – if applicable)
- ☐ Plans that detail and reflect the previously approved plans including all original notations
- ☐ Clearly highlighted and marked all changes on the plans
- ☐ A written statement itemising all proposed changes to the plans
- ☐ Paid or included the application fee (see [Planning Services – Fee Schedule](#))
- ☐ A full copy of title information (no more than 3 months old) for each parcel of land
- ☐ A completed application form

Please note: If the above information and fees are not provided then your application will be returned to you. Depending on the nature of the amendments to the plans proposed, additional information may be required by the assessing Planning Officer after the registration process.

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

I declare that I have completed the above checklist and supplied all of the associated documents/fees.

Name:

I am the (tick all that apply):

☐ Owner

☐ Applicant / Applicant Contact

Signature:

Date:

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.

Lodgement

Lodge a copy of the completed signed form and all documents:

Preferred method of lodgement is 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