



## City of Whittlesea

Planning Enquiries  
Phone: (03) 9217 2170  
Web: [www.whittlesea.vic.gov.au](http://www.whittlesea.vic.gov.au)

<b>Office Use Only</b>	Fee: \$
Application No.:	Receipt No.:
Date Lodged: / /	Ward:
Date Allocated: / /	Zone(s):
Allocated to:	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 *Planning and Environment Act 1987* and to provide the information required by section 47 of the Act and regulation 16 of the Planning and Environment Regulations 2005.

Supplementary information requested in this form should be provided as an attachment to your application. Please print clearly or complete the form electronically (refer to How to complete the Application to Amend a Planning Permit form).

**Note:** This form cannot be used to amend a permit issued at the direction of VCAT.

### Privacy notice

Information collected with this application will only be used to consider and determine the application. It will be made available for public inspection in accordance with section 51 of the *Planning and Environment Act 1987*.

## Need help with the application?

If you need help to complete this form, read *How to complete the Application to Amend a Planning Permit form*. For more information about the planning process, refer to *Planning: a Short Guide*. These documents are available from your local council, the Planning Information Centre (Ph: 03 9637 8610, 8 Nicholson Street, Melbourne), or [www.dse.vic.gov.au/planning](http://www.dse.vic.gov.au/planning).

Contact council to discuss the specific requirements for this application. 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:   /   /

## The land

- ② Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

### Street Address

Street No.:

Street Name:

Suburb/Locality:

Postcode:

### Formal Land Description

This information can be found on the certificate of title.

Lot No.:

on Lodged Plan, Title Plan or Subdivision Plan No.:

OR

Crown Allotment No.:

Section No.:

Parish Name:

- ③ Title information.

Attach a full, current copy of title information for each individual parcel of land, forming the subject site.

- 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.

Text area for describing land use and development.

- ⑤ Plan of the land.

Attach a plan of the existing conditions. Photos are also helpful.

# The amendment proposal

**▲** You must give full details of the permit being amended and the amendment being applied for. If you do not give enough detail or an adequate description of the proposal you will be asked for more information. This will delay your application.

**6** 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.

Detail any changes sought to what the permit allows.

Detail any changes sought to the current conditions of the permit.

Detail any changes sought to the plans or to any other documents endorsed under the permit.

c. Why is the amendment required?

State the reasons for the change.

**7** Additional information about the proposal.

Contact council or refer to council planning permit checklists for more information about council's requirements.

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

**8** Encumbrances on title.

Encumbrances are identified on the certificate of title.

Is the land affected by an encumbrance such as a restrictive covenant, section 173 agreement or other obligation on title such as an easement or building envelope?

- No, go to 9.
- Yes,  Attach a copy of the document (instrument) specifying the details of the encumbrance.
  - Does the proposal breach, in any way, the encumbrance on title?
    - No, go to 9.
    - Yes, contact council for advice on how to proceed before continuing with this application.

**▲ Note**


Council must not grant an amendment to 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 and/or an appropriately qualified person for advice.

## Costs of buildings and works/permit fee

Most applications require a fee to be paid. Contact council to determine the appropriate fee.

- 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 amended permit.
- 10 Do you require a receipt for the amendment to permit fee?

Cost \$ <input type="text"/>	 You may be required to verify this estimate.
Note: If the estimated cost of the development to be allowed by the amended permit is less than the estimated cost of the development allowed by the permit, show it as a negative number (see <i>How to complete the Application to Amend a Planning Permit</i> form for examples).	
<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: <input type="text"/>	
Organisation (if applicable): <input type="text"/>	
Postal address: <input type="text"/>	
Postcode: <input type="text"/>	
Contact phone: <input type="text"/>	<input type="checkbox"/>
Mobile phone: <input type="text"/>	<input type="checkbox"/>
Email: <input type="text"/>	<input type="checkbox"/>
Fax: <input type="text"/>	<input type="checkbox"/>
Indicate preferred contact method	

### Applicant

The person or organisation who wants the amendment to permit.

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

## Checklist

12 Have you?

- Filled in the form completely?
- Paid or included the application fee?
- Attached all necessary supporting information and documents?
- Completed the relevant council checklist?
- Signed the declaration below?

## Declaration

13 This form must be signed.  
Complete one of A, B or C

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

### A Owner/Applicant

I declare that I am the applicant and owner of the land and all the information in this application is true and correct.

Signature

Date:   /   /

### B Owner

I declare that I am the owner of the land and I have seen this application.

Signature

Date:   /   /

### Applicant

I declare that I am the applicant and all of the information in this application is true and correct.

Signature

Date:   /   /

### C Applicant

I declare that I am the applicant and:

- I have notified the owner about this application;
- and all the information in this application is true and correct.

Signature

Date:   /   /

## Lodgement

Lodge the completed and signed form and all documents with:

Whittlesea City Council   
Locked Bag 1, BUNDOORA MDC 3083  
Civic Centre, Ferres Boulevard, SOUTH MORANG VIC 3752  
Telephone: (03) 9217 2170  
Fax: (03) 9217 2111    
Email: [info@whittlesea.vic.gov.au](mailto:info@whittlesea.vic.gov.au)    
TTY: (03) 9217 2420    
DX: DX 97406  
Translation: (03) 9679 9879

For help or more information