



South Gippsland
Shire Council

Application to Amend a Planning Application

Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the Planning and Environment Act 1987.

This form cannot be used to amend a permit issued at the direction of the Victorian Civil and Administrative Tribunal.

APPLICANT'S DETAILS

1. The Land

Please provide the address of the land and complete the street address and one of the Formal Land Descriptions.

Unit number:

Street Number:

Street Name:

Suburb/Locality:

Post Code:

Formal land description (Please complete either A or B)

This information can be found on the Certificate of Title.

Option A

Lot No:

Type of Plan (please select one)

Plan Number:

Lodged Plan

Title Plan

Plan of Subdivision

Option B

Crown Allotment Number:

Section Number:

Parish/Township Name:

2. Planning Permit Details

Please provide the number of the planning permit that you wish have amended.

Planning Permit Number:

3. The Amended Proposal

You must give full details of the amendment being applied for. Insufficient or unclear information will delay your application. Please indicate the type of changes proposed to the permit and list the details of the proposed changes.

This application seeks to amend:

What the permit allows

Plans endorsed under the permit

Current conditions of the permit

Other documents endorsed under the permit

Please provide details:

Provide plans clearly identifying all proposed changes to the endorsed plans, together with; any information required by the planning scheme, requested by Council or outlined in a Council checklist; and if required, include a description of the likely effect of the proposal.

4. Development Cost

Please provide an estimate of the cost of the development. If the permit allows development, estimate the cost difference between the development allowed by the permit and the development to be allowed by the amended permit. Insert 'NA' if no development is proposed by the permit (eg. Change of use, subdivision, removal of covenant). You may be required to verify this estimate.

Cost of proposed amended development

Cost of the permitted development

Cost difference

5. Existing Conditions

Please provide a description of how the land is used and developed now (e.g. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats)

Have the conditions of the land changed since the time of the original permit application?

Yes

No

If yes, please provide details of the existing conditions.

Provide a plan of the existing conditions if the conditions have changed since the time of the original permit application. Photos are also helpful.

6. Title Information

Does the proposal breach, in any way, an encumbrance on title such as restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application)

No

Not applicable

Provide a full, current copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', eg. restrictive covenants.)

7. Applicant Details

Title:

First name:

Surname:

Organisation (if applicable)

Postal Address

Unit Number:

Street Number:

Street Name: (If it is a PO Box, enter the details here)

Suburb/Locality:

State:

Post code:

Contact Information

Where the preferred contact person for the application is different from the applicant, provide the details of that person. If same as applicant, go to 'Contact Details'

Title:

First name:

Surname:

Organisation (if applicable)

Postal Address

Unit Number:

Street Number:

Street Name: (If it is a PO Box, enter the details here)

Suburb/Locality:

State:

Post code:

Contact Details

Business Phone:

Mobile Phone:

Email Address:

Fax Number:

Owner Details

Where the owner is different from the applicant, provide details of that person or organisation.

Title:

First name:

Surname:

Organisation (if applicable)

Postal Address

Unit Number:

Street Number:

Street Name: (If it is a PO Box, enter the details here)

Suburb/Locality:

State:

Post code:

Contact Details

Business Phone:

Mobile Phone:

Email Address:

Fax Number:

Declaration

This form must be signed by the applicant.

I declare that I am the applicant; that all the information in this application is true and correct; that all changes to the permit and plan have been listed as part of the amendment proposal at Question 3 of this form; and that the owner (if not myself) has been notified of the permit application.

Signature of Applicant

Date:

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

Assistance with your application

If you need help to complete this form, please visit the [Department of Transport, Planning and Local Infrastructure website](#) to view further information about how to apply for Planning Permits.

You can also contact Council's planning department to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

Has there been a pre application meeting with a Council planning officer?

Yes

No

If yes, with whom?

Date:

Checklist

Please ensure you have included the following items with your application.

A fully completed and signed copy of this form.

The application fee (if not already paid). **Contact Council to determine the appropriate fee.**

All necessary supporting information and documents.

The completed relevant council planning permit checklist.

Lodgement

You can lodge the completed and signed form, the fee payment and all documents in the following ways:

By Post:

Planning Department
South Gippsland Shire Council
Private Bag 4
LEONGATHA VIC 3820

In Person:

Customer Service Centre
9 Smith Street Leongatha

Contact information:

Telephone: 5662 9200