

# Application for Extension of Time to a Planning Permit



*South Gippsland*  
Shire Council

Use this form to apply for an extension of time to a Planning Permit.

Under Section 69 of the *Planning and Environment Act 1987* (Extension of Time) the owner or the occupier of the land may request an extension of time.

**This form must be completed by the owner of the land or representative of the owner of the land. If you are not the owner of the land you must have written consent on their behalf.**

You may apply for an extension of time to the commencement or completion date of an existing planning permit:

- Within 6 months after the permit expiry date, where the use or development allowed by the permit has not yet started (commencement); OR
- Within 12 months after the permit expiry date, where the development allowed by the permit lawfully started before the permit expired, but has not been completed.

A permit cannot be extended if a request is made outside the above timeframes and you will not be able to apply to VCAT for a review of the matter.

A non-refundable application fee applies. Planning fees and charges are available on Council's website.

## Applicant Details

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Business / Company Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Best Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



## Declaration

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** The request will not be actioned until applicable fees have been paid and all required information has been provided.

## Privacy Collection Statement

I acknowledge South Gippsland Shire Council's primary purpose of collecting personal information within this *Application for Extension of Time to a Planning Permit* form will be used for enabling consideration and review by South Gippsland Shire Council as part of a planning process under the *Planning and Environment Act 1987*. Failure to provide correct details may result in Council being unable to provide appropriate advice and/or unable to process your application. All personal information provided in this form will be managed in accordance with the *Privacy and Data Protection Act 2014*.

### Please return the completed form to:

South Gippsland Shire Council – Planning Department

9 Smith Street (Private Bag 4) Leongatha, VIC 3953

**Phone:** (03) 5662 9200

**Fax:** (03) 5662 3754

**Email:** [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)



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