SOUTH GIPPSLAND SHIRE COUNCIL

Application for Extension of Time to a Planning Permit



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:	

Planning Permit Details		
Planning Permit Number:		
Date Permit Issued: Permit Expiry Date:		
Address of the Land the Planning Permit Relates to		
Unit Number: Street Number:		
Street Name:		
Town: Postcode:		
Details of the Request		
Please Note: Requests must be made within the timeframes and provisions specified by the <i>Planning and Environment Act 1987</i> – see notes at the top of this form or contact Council's Planning department for guidance.		
Has the use and/or development commenced?		
Request extension to the permit commencement and completion dates.		
Request extension to the permit completion date only.		
Additional time requested: 🗌 1 Year 🗌 2 Year		
Other – please specify:		
Reasons for the Extension		
Why is the extension of time required? What occurred to prevent the permit from being acted upon? When will the works approved by the permit commence and be completed? Attach additional pages if required.		

I have attached additional pages. Number of pages: _____

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

