

# Application for Consent to Amend Plans (Secondary Consent)



*South Gippsland*  
Shire Council

Use this form to apply to amend the plans endorsed under a Planning Permit, where a condition of the permit allows for the plans to be amended with the consent of the Responsible Authority. If it is sought to amend or delete a permit condition/s, please complete the Application to Amend a Planning Permit form.

**The plans submitted with this application must be identical to those previously endorsed under the Planning Permit except for the proposed amendment/s which must be clearly highlighted.**

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: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

## Planning permit details:

Planning Permit Number: \_\_\_\_\_ Date Permit issued: \_\_\_\_\_

What the Permit allows: \_\_\_\_\_

**Address of the land the planning permit relates to:**

Unit Number: \_\_\_\_\_ Street number: \_\_\_\_\_

Street name: \_\_\_\_\_ Suburb: \_\_\_\_\_

**Reason for the request:**

What are the proposed changes?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have attached additional pages, plans, photos or other supporting material.  
Number of pages \_\_\_\_\_

**Declaration:**

I declare that I am the applicant, and that all information in this application is true and correct; and the owner (if not myself) has been notified of the application.

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 Consent to Amend Plans (Secondary Consent)* 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)