

Request for Secondary Consent

Office Use Only			
Receipt Code		Receipt Number	
Date received			

An application may be made using this form to amend an approved use and/or development where the planning permit conditions allow changes to be made with the written approval of the responsible authority. An example of this type of condition is:

The development as shown on the endorsed plans must not be altered without the written consent of the responsible authority.

Council, as responsible authority, is likely to use secondary consent powers, where they exist, to approve minor amendments to plans where Council considers the changes will be unlikely to cause detriment to other properties or affect the interests of a referral authority. Council cannot consider a change under Secondary Consent that may alter what the planning permit allows or any conditions contained within the permit.

If you wish to amend what the permit allows or the conditions of the permit or make changes, including changes to plans, which may cause detriment to other properties or affect the interests of a referral authority, please make an application to Amend a Planning Permit under Section 72 of the Planning & Environment Act 1987.

Please make sure that all proposed changes are identified, including marking all changes to plans through highlighters, cloud bubbles or notations. Plans should also include revision identifiers (ie Revision C, 1 June 2011). Failure to do so is likely to result in delays.

Questions marked with an asterisk (*) are mandatory and must be completed.

Original Application Details

Planning Permit Number*

Contact Person (the person to contact regarding this application)

First Name*		Last Name*	
Company Name (if applicable)			
Street/Postal Address			
Suburb*		Post Code*	
Phone		Mobile	
Email			
Are you lodging this request on behalf of someone else (applicant			<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Details

Same as contact person

Did you lodge the original Planning Permit application?* Yes No

First Name*		Last Name*	
Company Name (if applicable)			
Street/Postal Address			
Suburb*		Post Code*	
Phone		Mobile	
Email			

Address to Which the Application Applies			
Choose the type of formal land description*			
<input type="checkbox"/> Street Address	<input type="checkbox"/> Lot/Plan	<input type="checkbox"/> Crown Allotment	<input type="checkbox"/> Other
Street Address			
Suburb*		Post Code*	
Changes Proposed			
Did VCAT direct Council to issue the permit?*		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the use and/or development work started?*		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What changes are proposed?* (Under what condition on the planning permit is the request being made?)			

Supporting Documents	
IMPORTANT: Please provide 3 hard copies of supporting documents with your application	
	<p>Plans/Letter If providing attachment electronically, please supply as: docx;jpeg;xls;doc;rtf Please supply all plans affected by the proposed changes. Please make sure that all changes are clearly highlighted on any new plans submitted, as failure to do so is likely to result in delays. Highlight the changes by using different colours, highlighter pens or bubbles around amendments etc.</p>

Payment Details
<p>Fees: \$324.50</p>

Declaration (Please select)		
<p><input type="checkbox"/> I am the owner OR <input type="checkbox"/> I have notified the owner of the proposed amendment</p>		
<p>I understand and acknowledge that:</p> <ul style="list-style-type: none"> The information provided in this request is true and complete to the best of my knowledge Surf Coast Shire Council may refuse this request if it becomes evident that any information or supporting documents provided are incomplete or false. <p><input type="checkbox"/> By ticking this checkbox I confirm that I have understood all the statements above*</p>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Name of person completing this request*</td> <td style="width: 30%;">Date</td> </tr> </table>	Name of person completing this request*	Date
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Privacy Statement: The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy Act, 2000. The information will not be disclosed to any other party unless Council is required to do so by law.