

# Request for an Extension of Time to a Planning Permit

Under section 69 of the Planning and Environment Act 1987

Office Use Only			
Receipt Code		Receipt Number	
Date received			

An application under Section 69 of the Act (Extension of Time) must be made by the owner or occupier of the land. If not the owner/occupier, you must have written consent to act on behalf of the owner/occupier. Please note: Council has no jurisdiction to extend the permit if this request is made outside six months of the permit expiry date, or twelve months of the permit expiry date if the permit is for development and the development has been lawfully commenced.

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

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			

Applicant Details			
<input type="checkbox"/> Same as contact person			
Did you lodge the original Planning Permit application?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Did VCAT direct Council to issue the permit?*	<input type="checkbox"/> Yes	<input type="checkbox"/> 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*	

Permit Details			
Permit Number		Date Permit Issued	
Date you believe the permit has or will expire			
Is the extension request within six months of the permit expiry date?*		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the permit previously been extended?*		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**What does the permit allow?\*****Has the use and/or development commenced?\***☐ Yes☐ No**Date of commencement?****What length of time are you requesting (specify if your request is to extend the time for commencement or completion) AND the reason for requesting an extension of time\*****Supporting Documents**

**Additional information.** If providing attachment electronically, please supply as word, pdf, rtf. If needed, please supply additional information with your application, summarising the reasons for all changes being requested. If the use and/or development have commenced, please supply information with your application which supports the date of commencement

**Payment Details****Fees:**

First Request - \$362.00

Second Request - \$414.00

Third and Subsequent Requests - \$620.00

**Declaration (Please select)**☐ I am the owner OR☐ I have notified the owner of the proposed amendment

I understand and acknowledge that:

- 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.

☐ By ticking this checkbox I confirm that I have understood all the statements above\***Name of person completing this request\*****Date**

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