



EXTENSION OF TIME APPLICATION CHECKLIST

s.69 Planning and Environment Act 1987

Extension of Time applications may only be made within 3 months of a Planning Permit's expiry date (s.69 Planning and Environment Act 1987).

Requests received prior to or after this time **CANNOT** be considered.

1. Fee - \$185
2. Copy of Planning Permit (sought to be extended)
3. Covering Letter Detailing;
 - Address of Property
 - Planning Permit Number
 - Date Planning Permit issued
 - Date Planning Permit Expired / Expires
 - Reason/s or Material/s in support of Extension of Time

(NOTE: Extension of Time applications will not be granted without valid /appropriate reasons for extension. Photos are required where works have commenced)

- Whether the Permit has previously been Extended
(if so, when, for how long and reason for the Extension/s)

An **approximate** time frame for processing Extensions of Time applications is three weeks, provided the above information is supplied and is true and correct.

ADDRESS OF PROPERTY:.....

APPLICANTS SIGNATURE:.....

DATE:.....

DISCLAIMER

This checklist sets out the standard information required for Extension of Time applications. Additional information may be required to process your request by the planning officer after registration.