

Extension of Time Request

Planning and Environment Act 1987, Section 69



APPLICANT DETAILS					
Name:					
Email Address:					
Postal Address:				Postcode:	
	Contact No. (H)	(W)	(M)		
I declare that I am the applicant contact for this extension of time request and I have obtained written consent from the land owner(s) or occupier(s) to act on their behalf:					
<input type="checkbox"/> The applicant and owner / occupier of the land	<input type="checkbox"/> The applicant and I have notified the owner of the land and obtained the land owner(s) written consent		<input type="checkbox"/> No *refer Declaration below		

LAND OWNER DETAILS (IF DIFFERENT TO APPLICANT)					
Name:					
Email Address:					
Postal Address:				Postcode:	
	Contact No. (H)	(W)	(M)		

APPLICATION DETAILS			
Planning Permit Number:			
Date Permit Issued:			
Commencement Date: (This is the date the Permit should be started by – see permit condition)			
Completion Date: (This is the date the development should be completed by - see permit condition)			
Site Address:			
I wish to apply for an extension of time for the above Planning Permit to:	<input type="checkbox"/> Commence the use / development	<input type="checkbox"/> Complete the development	
Extension Duration?	<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years Note: This option is generally applicable to Subdivision Permits only	
Any previous extension(s) of time approved by Council?	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> Two
	<input type="checkbox"/> Three	<input type="checkbox"/> Other _____ *please specify	

REASON FOR EXTENSION OF TIME REQUEST

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DECLARATION: This form must be signed. I declare that all the information in this request is true and correct and that I am the owner(s) or occupier of the land to which the Planning Permit applies, or have obtained consent from the owner or occupier of the land to lodge this request on their behalf.

*I understand that if I selected 'No' in the Applicant Details on this form, that Council is unable to process this request.

Applicant Name:	Applicant Signature:	Date:

REQUIRED INFORMATION CHECKLIST

Completed and signed Application Form	}	
Reason for request (either complete <i>Reason for Request</i> section or attach a covering letter)		
If applying for an extension of time to the completion date, please provide evidence that works approved by the permit have commenced on site (e.g photographs and receipts from trades).		
Associated Fee – see fee schedule		

APPLICATION LODGEMENT



EMAIL

Please **email** form and supporting documents to:

Planningadmin@yarracity.vic.gov.au

Note: An invoice will be emailed to you to pay the application fee online.



MAIL

Please **post** form, cheque and supporting documents to:

Yarra City Council

Statutory Planning

PO BOX 168

RICHMOND VIC 3121

Note: An invoice will be emailed to you to pay the application fee online, if a cheque isn't attached to your application.

IMPORTANT INFORMATION

The owner or occupier may request an extension of time if any of the following applies:

- Before the permit expires
- Within 6 months after the permit has expired
- Within 12 months after the permit has expired if the development started lawfully

If approved, an extension of time is usually granted for a period of one year, except in exceptional circumstances.

The extension operates from the day the permit expires / expired.

If a request is received outside of the times noted above, Council and the *Victorian Civil and Administrative Tribunal (VCAT)* cannot extend the permit. A new application for a planning permit must be submitted.

Please note that an extension of time is not automatically approved. Council must consider a range of criteria, including whether or not a permit would be granted if the proposal was assessed under the current planning controls.

This application form must be completed and signed before lodging it to Council. It is against the law to provide false or misleading information and it could result in a fine or cancellation of the permit.

The City of Yarra is committed to protecting your privacy. The personal information requested on this application form is being collected by City of Yarra for the purposes of assessment of your application, parts of which are set out in the *Planning and Environment Act 1987*. The personal information will be used for the following purposes:

- To correspond with you about your application
- If necessary, to notify affected parties who may wish to inspect your application so that they can respond – this may be a notice onsite, in a notice online, and/or by post
- For any other directly related, or reasonably related, purpose.

The personal information will be made available:

- online on Council's website during the public notice period of the application (if relevant);
- on Council's permit register (no name or personal details are visible on the online register);
- to any person who may wish to inspect your application until the application process is concluded, including any review at the Victorian Civil and Administrative Tribunal (VCAT);
- to relevant officers within Council and other pertinent Government agencies directly involved in the planning process;
- to contract service providers, where necessary or appropriate;
- to persons accessing information in accordance with the *Public Records Act 1973*, *Planning and Environment Act 1987* or the *Freedom of Information Act 1982*.

The personal information will not be disclosed to any other external party without your prior consent, unless required or authorised by law.

If personal information is not collected, Council may not be able to process your application.

If you wish to access or alter any of the personal information you have provided on the application form, please contact the City of Yarra by email

info@yarracity.vic.gov.au