

# Application to Amend a Planning Application

## Secondary Consent Request (“secondary” or “informal” consent)



APPLICANT DETAILS					
Name:					
Email Address:					
Postal Address:				Postcode:	
Contact No. (H)		(W)		(M)	
I declare that I am the Applicant contact for the above application and I have written consent from the land owner(s) about this request to amend the application for a planning permit:					
<input type="checkbox"/> I am 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 *see Declaration section below		

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

APPLICATION DETAILS		
Planning Permit Number:		
Date Permit Issued:		
Site Address:		
Has there been a meeting or discussion with a Council Officer to discuss the changes you are seeking?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
If <b>YES</b> , please specify planners name and date and the method of communication (phone or email)		
Estimated cost of works being sought under this amendment	\$	
Have <b>ALL</b> Plan changes/amendments have been clearly indicated / highlighted on the plans?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Has the planning permit been amended before? If <b>YES</b> , provide details (date and type of amendment)	<input type="checkbox"/> No	<input type="checkbox"/> Yes
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**DEVELOPMENT DETAILS**

Has the use or development approved by the permit commenced?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Has the use or development approved by the permit been completed?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

\*If the use or development has commenced but not completed, please describe what has commenced on site (including any demolition) and provide photographs if available.

**DESCRIPTION OF THE AMENDMENT(S)** *List all plan changes individually*

\*List all plan changes. And undisclosed plan changes may affect the processing time.

**DECLARATION:** This form must be signed.  
I declare that all the information in this request is true and correct; both through the description of the amendments on this form and the highlighting of all amendments on the attached plans; that there are no other amendments to the plans which have not been described and highlighted and that the owner(s) (if not myself) has been notified of this request for an amendment to the application for a planning permit.

\*I understand that if I selected 'No' Council is unable to process this request.



Applicant Name:	Applicant Signature:	Date:
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**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 the use or development has commenced but not completed, attach any relevant supporting documents / photos		

Amended plan(s) clearly highlighting the proposed changes		
Associated Fee – <a href="#">see fee schedule</a>		

**LODGEMENT**

 <p><b>EMAIL</b></p> <p>Please <b>email</b> form and supporting documents to:  <a href="mailto:Planningadmin@yarracity.vic.gov.au">Planningadmin@yarracity.vic.gov.au</a></p> <p>Note: An invoice will be emailed to you to pay the application fee online.</p>	 <p><b>MAIL</b></p> <p>Please <b>post</b> the completed application form, cheque and supporting documents to:</p> <p><b>Yarra City Council</b>  <b>Statutory Planning</b>          PO BOX 168          RICHMOND VIC 3121</p> <p>Note: An invoice will be emailed to you to pay the application fee online, if a cheque isn't attached to your application</p>
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**IMPORTANT INFORMATION**

Secondary Consent may be sought for minor alterations to endorsed plans that form part of a Planning Permit, provided the Planning Permit includes the following (or a similar worded) condition:

- *The use and/or development as shown on the endorsed plan(s) must not be altered without the written consent of the Responsible Authority*

Does the Planning Permit relating to this application includes the above condition? If it does not, please email Statutory Planning [Planningadmin@yarracity.vic.gov.au](mailto:Planningadmin@yarracity.vic.gov.au) for advice on how to proceed.

A Secondary Consent proposal must meet the following criteria:

- The proposal cannot transform the permit to a use or development that was not previously considered and approved.
- The proposal cannot approve changes that require a planning permit or which are contrary to any specific condition in the original permit.

The description of what is allowed by the permit cannot be altered by Secondary Consent.

The permit conditions cannot be varied or deleted by Secondary Consent.

There is no provision for public consultation or advertising. As such the Secondary Consent provision is not appropriate where the changes may result in material detriment to the surrounding area.

An application for Secondary Consent is not immediately approved. Planning Officers must consider a number of matters including those above.

The Responsible Authority reserves the right not to approve the proposed amendment under Secondary Consent if it considers that the amendments contradict any of the above criteria.

If it is decided that the changes cannot be approved under Secondary Consent, a Planning Officer will advise you how to apply for a permit amendment or a new permit.

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 you 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](mailto:info@yarracity.vic.gov.au)