

Request to

Amend a Planning Permit



Moreland
City Council

Which planning permit do you wish to amend?

Planning permit number

Pre-application meeting

Has there been a pre-application meeting with a Council planning officer? Yes No

➤ If yes, please provide the following details of the meeting

Name of the Council
planning officer you met with

Date of meeting

Property details

Street address

Title details

Lot no

Vol

Fol

LP/PS

Crown allotment

Section

Parish

County

Municipal district

Allotment area (new dwellings only)

Describe how the land is used and developed now

Have the conditions of the land changed since you applied for the original planning permit? Yes No

If yes, please:

- provide details of the new existing conditions
- attach a plan of the new existing conditions
- attach photos – these are optional but may help Council process your application more quickly.

What amendments do you wish to make to the existing planning permit?

- This application seeks to amend:
- what the permit allows
 - plans endorsed under the permit
 - conditions of the permit
 - other documents endorsed under the permit

Description of the amendment(s)


Provide plans clearly identifying all proposed changes to the endorsed plans, together with:

- any information required by the planning scheme,
- any information requested by Council or outlined in a Council checklist, and
- if required, include a description of the likely effect of the proposal.

Estimate the cost of development

If your planning permit allows development, estimate the cost difference between the development allowed by the existing permit and the development to be allowed by the amended permit you are applying for.

Answer 'N/A' if no development is proposed by the permit (for instance, change of use, subdivision, removal of covenant).

 You may be required to verify the estimates you provide.

Cost of proposed amended development	
Cost of the permitted development	
Cost difference (+ or -)	

Title information

Provide a full, current (less than three months' old) copy of the title for each individual parcel of land forming the subject site. The title includes:

- the covering 'register search statement'
- the title diagram, and
- associated title documents, known as 'instruments', eg restrictive covenants.

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?

Yes


No

Not applicable – no such encumbrance exists

➤ If **yes**, contact Council for advice on how to proceed before continuing with this application.

Applicant details			
Given name		Family name	
Company (optional)			
Email		Phone	
Postal address			

Owner details			
<input type="checkbox"/> Same as applicant details <i>(tick if applicable)</i>			
Given name		Family name	
Company (optional)			
Email		Phone	
Postal address			

Personal information and privacy	
<p> Plans and documents you submit are placed online as part of the planning process. Council must seek your consent to publish the personal information contained in the documents you submit online. You must also ensure that you do not submit any personal information or copyright material of third parties without their informed consent.</p> <p>If you do not consent to the publication of the personal information you will be asked to supply a fully redacted set of plans and documents with all personal information removed in addition to the ones submitted with the application. The application will not be able to proceed until these documents are submitted.</p>	
I consent to the publication of personal information in the documents I have submitted to Council and I agree that I have obtained the informed consent of any third party to publish personal information contained in the material I have provided and the material provided does not breach any third party's right to privacy and copyright.	<input type="checkbox"/>
I DO NOT consent to the publication of personal information in the documents I have submitted to Council. I have instead provided an additional fully redacted copy of all the documents provided to Council with all personal information removed that Council may publish.	<input type="checkbox"/>

Submission checklist



Ensure you have:

- Filled in the form completely.
- Paid the application fee; most applications require a fee to be paid. See www.moreland.vic.gov.au/building-and-business/planning-and-building/planning/planning-fees for fees required or to lodge online.
- Attached a full current (less than three months old) copy of title information for each individual parcel of land forming the subject site.
- Attached a plan of the existing conditions.
- Attached plans clearly identifying all proposed changes.
- Attached any information required by the planning scheme, requested by Council or outlined in a Council checklist.
- Completed the relevant Council planning permit checklist.
- Signed the declaration below.

Signature and declaration







Remember that it is against the law to provide false or misleading information, and doing so could result in a heavy fine and cancellation of the permit.

I declare that I am the applicant; that all the information in this application is true and correct; that all changes in the plan have been listed as part of the amendment proposal; and that the owner (if not myself) has been notified of the permit application.

Signature			
Name		Date	

For more information & lodgement

-  **Online** visit www.moreland.vic.gov.au/building-and-business/planning-and-building/planning for more information and to lodge your application online.
-  **Mail** your application and payment to Moreland City Council, Locked Bag 10, Moreland, Vic 3058.
-  **Visit** the Moreland Civic Centre at 90 Bell Street, Coburg, Vic 3058.
-  **Call** Moreland City Council on 9240 1111.

Privacy notice

Moreland City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*. The personal information requested on this form is being collected by Moreland City Council to consider and determine this application and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). Personal information disclosed in this application may be made available for public inspection including on Council's public website whilst the application is being determined, in accordance with the *Planning & Environment Act 1987*. If a planning permit is granted, the permit and any endorsed plans or documents under the permit continue to be available for public inspection including on Council's website permanently and may also be used by Council for related purposes. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided in your application, this may result in the application not being accepted, lapsing or being refused.

You can gain access to your personal information you have provided to Moreland City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@moreland.vic.gov.au.

PLEASE NOTE: Information associated with application might be provided electronically and unless otherwise stated, Further Council may use your electronic details for other Council communication.

Moreland Language Link

廣東話	9280 1910	عربي	9280 1913	हिंदी	9280 1918	All other languages 9280 1919
Italiano	9280 1911	Türkçe	9280 1914	普通话	9280 0750	
Ελληνικά	9280 1912	Tiếng Việt	9280 1915	ਪੰਜਾਬੀ	9280 0751	