



# Application to AMEND a Planning Permit

If you need help to complete this form, read [How to complete the amend a Planning Permit form](#).

**⚠** Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987*. If you have any concerns, please contact Council's planning department.

**⚠** This form cannot be used to amend a permit issued at the direction of VCAT.

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

Glenelg Shire Council  
Planning Enquiries  
Phone: 03 5522 2200  
Web: [www.glenelg.vic.gov.au](http://www.glenelg.vic.gov.au)

## The Land

① Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

### Street Address \*

Unit No.:	St. No.:	St. Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/Locality:		Postcode:
<input type="text"/>		<input type="text"/>

### Formal Land Description \*

Complete either A or B.

**⚠** This information can be found on the certificate of title.

A  Lot No.:

Lodged Plan  Title Plan  Plan of Subdivision

No.:

OR

B  Crown Allotment No.:

Section No.:

Parish/Township Name:

Street No.	Street Name	Street Type	Suburb	State	Postcode	Lot	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Address matches

User I D	<input type="text"/>	Password	<input type="text"/>	Tier1 I D	<input type="text"/>
Tier2 I D	<input type="text"/>	Tier3 I D	<input type="text"/>	Tier4 I D	<input type="text"/>

If this application relates to more than one address, please click this button and enter relevant details.

## Planning Permit Details

② What permit is being amended? \*

Planning Permit No.:

## The Amended Proposal

**⚠** You must give full details of the amendment being applied for. Insufficient or unclear information will delay your application.

3 **What is the amendment being applied for? \***


- Indicate the type of changes proposed to the permit.
- List details of the proposed changes.

**If the space provided is insufficient, attach a separate sheet.**

This application seeks to amend:

- what the permit allows  plans endorsed under the permit  
 current conditions of the permit  other documents endorsed under the permit

Details:

 Provide plans clearly identifying all proposed changes to the endorsed plans, together with; any information required by the planning scheme, requested by Council or outlined in a Council checklist; and if required, include a description of the likely effect of the proposal.


## Development Cost

4 **Estimate cost of development \***

If the permit allows **development**, estimate the cost difference between the development allowed by the permit and the development to be allowed by the amended permit.

Cost of proposed amended development	Cost of the permitted development	Cost difference (+ or -):
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Insert 'NA' if no development is proposed by the permit (eg. change of use, subdivision, removal of covenant)

 You may be required to verify this estimate.


## Existing Conditions

5 **Describe how the land is used and developed now \***

eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

Have the conditions of the land changed since the time of the original permit application?  Yes  No

If yes, please provide details of the existing conditions.

 Provide a plan of the existing conditions if the conditions have changed since the time of the original permit application. Photos are also helpful.

## Title Information

6 **Encumbrances on title \***


If you need help about the title, read: [How to complete the Application to Amend a Planning Permit form](#)

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. (If 'yes' contact Council for advice on how to proceed before continuing with this application.)

No

Not applicable (no such encumbrance applies).

 Provide a full, current 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 the associated title documents, known as 'instruments', eg. restrictive covenants.)

## Applicant and Owner Details

7 Provide details of the applicant and the owner of the land.

**Applicant \***

The person who wants the permit.

Name:

Title:  First Name:  Surname:

Organisation (if applicable):

Postal Address:

Unit No.:  St. No.:  St. Name:

Suburb/Locality:  State:  Postcode:

If it is a P.O. Box, enter the details here:

Where the preferred contact person for the application is different from the applicant, provide the details of that person.

Please provide at least one contact phone number \*

### Owner \*


The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

<b>Contact person's details *</b>		Same as applicant (if so, go to 'contact information') <input type="checkbox"/>	
Name:			
Title:	First Name:	Surname:	
Organisation (if applicable):			
Postal Address:		If it is a P.O. Box, enter the details here:	
Unit No.:	St. No.:	St. Name:	
Suburb/Locality:		State:	Postcode:
<b>Contact information</b>			
Business Phone:		Email:	
Mobile Phone:		Fax:	
Name:			
Same as applicant <input type="checkbox"/>			
Title:	First Name:	Surname:	
Organisation (if applicable):			
Postal Address:		If it is a P.O. Box, enter the details here:	
Unit No.:	St. No.:	St. Name:	
Suburb/Locality:		State:	Postcode:
Owner's Signature (Optional):			Date:
			dd / mm / yyyy

## Declaration

### 8 This form must be signed by the applicant \*

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

<input type="checkbox"/>	I declare that I am the applicant; that all the information in this application is true and correct; that all changes to the permit and plan have been listed as part of the amendment proposal at Question 3 of this form; and that the owner (if not myself) has been notified of the permit application.
Signature:	Date:
	dd / mm / yyyy

## Need help with the Application?

If you need help to complete this form, read [the application guide](#) or contact Council's planning department. General information about the planning process is available at [www.vic.gov.au](#)

or contact Council's planning department on [03 9593 6000](tel:0395936000)


Contact Council's planning department to discuss the specific requirements for this application and obtain a checklist. Insufficient or unclear information may delay your application.

### 9 Has there been a pre-application meeting with a council planning officer?

<input type="radio"/> No	<input type="radio"/> Yes	If 'yes', with whom?:
		Date: dd / mm / yyyy

## Checklist

### 10 Have you:

<input type="checkbox"/>	Filled in the form completely?	 Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
<input type="checkbox"/>	Paid or included the application fee?	
<input checked="" type="checkbox"/>	Attached all necessary supporting information and documents?	
<input type="checkbox"/>	Completed the relevant council planning permit checklist?	
<input type="checkbox"/>	Signed the declaration (section 8)?	

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# Lodgement

Lodge the completed and signed form, the fee payment and all documents with:

**Glenelg Shire Council**  
PO Box 152 Portland VIC 3305  
Cliff Street Portland VIC 3305

**Contact information:**  
Telephone: 03 5522 2200  
Fax: 03 5522 2290  
Email: [enquiry@glenelg.vic.gov.au](mailto:enquiry@glenelg.vic.gov.au)

**Deliver application in person, by fax, or by post:**

Make sure you deliver any required supporting information and necessary payment when you deliver this form to the above mentioned address. This is usually your local council but can sometimes be the Minister for Planning or another body.

**Save Form:**

You can save this application form to your computer to complete or review later or email it to others to complete relevant sections.