



Hindmarsh Shire Council  
 Planning Enquiries  
 Phone: 03 5391 4444  
 Email: info@hindmarsh.vic.gov.au  
 Web: www.hindmarsh.vic.gov.au

Office Use Only Application No.:

Date Lodged: / /

# Application to AMEND a Planning Permit

If you need help to complete this form, read MORE INFORMATION at the end of this 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*. See MORE INFORMATION at the end of this form to read our privacy statement. If you have any questions, please contact the relevant DELWP office.

**⚠** This form cannot be used to:

- amend a permit or part of a permit if the Victorian Civil and Administrative Tribunal (VCAT) has directed under section 85 of the Act that the responsible authority must not amend that permit or that part of the permit (as the case requires); or
- amend a permit issued by the Minister under Division 6 of Part 4 of the Act (these applications must be made to the Minister under section 971 of the Act).

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

**i** Click for further information.

Clear Form

## The Land **i**

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

### Street Address \*

|                  |          |           |
|------------------|----------|-----------|
| Unit No.:        | St. No.: | St. Name: |
| Suburb/Locality: |          | Postcode: |

### Formal Land Description \*

Complete either A or B.

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

If this application relates to more than one address, attach a separate sheet setting out any additional property details.

|                       |                      |                                   |                                  |   |      |
|-----------------------|----------------------|-----------------------------------|----------------------------------|---|------|
| A                     | Lot No.:             | <input type="radio"/> Lodged Plan | <input type="radio"/> Title Plan | <input type="radio"/> Plan of Subdivision | No.: |
| <b>OR</b>             |                      |                                   |                                  |   |      |
| B                     | Crown Allotment No.: |                                   | Section No.:                     |   |      |
| Parish/Township Name: |                      |                                   |                                  |   |      |

## Planning Permit Details **i**

### What permit is being amended? \*

|                      |
|----------------------|
| Planning Permit No.: |
|----------------------|

## The Amended Proposal **i**

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

### 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:  |  |
| <input type="checkbox"/> What the permit allows   | <input type="checkbox"/> Plans endorsed under the permit           |
| <input type="checkbox"/> Current conditions of the permit   | <input type="checkbox"/> Other documents endorsed under the permit |
| Details:  |  |
|   |  |
| <p><b>⚠</b> 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.</p> |  |


## Development Cost

### 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.

 You may be required to verify this estimate.


## Existing Conditions

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

For example, 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

### Encumbrances on title \*

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', for example, restrictive covenants.

## Applicant and Owner Details i

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

### Applicant \*

The person who wants the permit.

*Please provide at least one contact phone number \**

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

### 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.*

|                               |             |  |
|-------------------------------|-------------|--|
| 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 for applicant OR contact person below</b> |        |
| Business phone:  | Email: |
| Mobile phone:  | Fax:   |

|                                  |             |  |
|----------------------------------|-------------|--|
| <b>Contact person's details*</b> |             | Same as applicant <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:                                    |

|                               |             |  |
|-------------------------------|-------------|--|
| 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:       | day / month / year                           |

## Declaration i

**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.

|  |                    |
|--|--------------------|
| 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 amended proposal; and that the owner (if not myself) has been notified of the permit application. |                    |
| Signature:   | Date:              |
|  | day / month / year |

## Need help with the Application? i

If you need help to complete this form, please read the 'How to Complete the Application to Amend a Planning Permit' guide available on Council's website, or contact Council's planning department. General information about the planning process is available at the Planning Victoria website. Contact Council's planning department to discuss the specific requirements for this application. Insufficient or unclear information may delay your application.


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:                 |
|                          |                           | day / month / year    |

## Checklist

Have you:

- Filled in the form completely?
- Paid or included the application fee?
- Attached all necessary supporting information and documents?
- Completed the relevant planning permit checklist?
- Signed the declaration above?

 Most applications require a fee to be paid. Contact Council to determine the appropriate fee.

## Lodgement

Lodge the completed and signed form and all documents with:

Hindmarsh Shire Council  
PO Box 250 NHILL VIC 3418

Contact information:  
Telephone: 03 5391 4444  
Fax: 61 03 5391 1376  
Email: [info@hindmarsh.vic.gov.au](mailto:info@hindmarsh.vic.gov.au)

Deliver application in person, by fax, post or email.