

### Office Use Only

Type of Amendment?

☐ Section 50    ☐ Section 57

VicSmart? Yes ☐ No ☐

Class of VicSmart application: \_\_\_\_\_

Application No.: \_\_\_\_\_

Date Lodged: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Request for Amendment to an Application for a Planning Permit

Under sections 50 and 57 of the Planning and Environment Act 1987

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

**Revised plans must be of the same scale and type as those originally submitted for the Planning Application.**

Please make sure that all changes are clearly highlighted on any new plans submitted, as failure to do so is likely to result in delays. Highlight the changes by using different colours, highlighter pens or bubbles around amendments etc.

NB: Please contact council for advice if the land is affected by a registered covenant, section 173 agreement or restriction on title e.g. easement or building envelope.

Council must not grant a permit that authorises anything that would result in a breach of a registered restrictive covenant (sections 61(4) and 62 of the Planning and Environment Act 1987).

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

Did you lodge the original Planning Permit application? \* Yes / No

Planning Application no.:\*

## The Land

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.

**A**

Lot No.:

☐ Lodged Plan

☐ Title Plan

☐ Plan of Subdivision

No.:

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

**B**

Crown Allotment No.:

Section No.:

Parish/Township Name:

## The Amendment Proposal

What amendments are to be made to the application?

Has notice of the application been given (advertised)? Note: fees may apply

Yes / No

## Development Cost

State the estimated cost of the proposed development, which includes the amendments \*

☐ Unchanged from initial application

☐ Changed from initial application

\$

## 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

**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.:

If it is a PO Box, enter the details here

St. Name:

Suburb/Locality:

State:

Postcode:

Please provide at least one contact phone number \*

**Contact information for the applicant OR contact person below**

Business phone:

Email:

Mobile phone:

Fax:

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

**Contact Persons details \***

Same as applicant ☐

**Name:**

Title:

First Name:

Surname

Organisation (if applicable):

Postal Address:

Unit No.:

St. No.:

If it is a PO Box, enter the details here

St. Name:

Suburb/Locality:

State:

Postcode:

**The person or organisation who owns the land**

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

**Owner \***

Same as applicant ☐

Name:

Title:

First Name:

Surname

Organisation (if applicable):

Postal Address:

Unit No.:

St. No.:

If it is a PO Box, enter the details here

St. Name:

Suburb/Locality:

State:

Postcode:

**Signature:** (Optional)

**Date**

day / month / year

**Supporting Documents**

Please list any documents being provided in addition to the Request for Amendment to an Application for a Planning Permit \*

**Declaration**

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*

Please select\*

☐ I am the owner OR

☐ I have notified the owner of the proposed amendment

I declare that I am the applicant; that all the information in this application is true and correct; that all changes to the permit application and plan have been listed as part of the amendment proposal.

I understand Council may refuse this request if it becomes evident that any information or supporting documents provided are incomplete or false.

☐ By marking this checkbox, I confirm that I have read and understood all the statements above \*

**Name of person completing this application \***

**Signature of person completing this application\***

**Date**

day / month / year

**Checklist**

- ☐ Filled in the form completely?
- ☐ Attached all necessary supporting information and documents?
- ☐ Signed the declaration above?

## Lodgement

Lodge the completed and signed form, fee and all documents either in person, by post or email to:

Wellington Shire Council  
PO Box 506  
18 Desailly Street  
SALE VIC 3850

**Contact information:**

Email: [planning@wellington.vic.gov.au](mailto:planning@wellington.vic.gov.au)  
Phone: 1300 366 244

## Privacy Collection Statement

The personal information provided on this form will be used by Wellington Shire Council for the purpose of processing and assessing the planning permit application. The personal information will be used for that primary purpose or directly related purposes. Please note that the application must be made available to the public in accordance with section 51 of the Planning and Environment Act 1987. 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 the planning process under the Planning and Environment Act 1987. The applicant may apply to Council for access and/or amendment of their personal information. If you have any questions or concerns please contact Council's Planning Unit on 1300 366 244.