



PLANNING SERVICES - office use only
Application number:
Date received:

Form to request secondary consent in regard to a planning permit

3 itemised changes \$375

4 or more itemised changes \$525

Planning permit number that request refers to:

Address of land for request:

Address:

When this form can be used:

This form can be used to request minor amendments to plans endorsed in accordance with the planning permit, or to request written consent to a variation of requirements within a planning permit condition (but not change the wording of the actual permit condition). This process is known as secondary consent.

This form cannot be used if the amendment would normally be required to be advertised.

Reasons for request:

You must give full details of your reasons for the request. If you do not give enough detail or adequate reasons, you will be asked for more information. This will delay your request.

Itemised changes: (All proposed changes must be detailed and clearly highlighted on the plans)

- 1.
- 2.
- 3.
- 4.
- 5.

Contact details - the person you want Council to communicate with about the application	
Name:	
Organisation name if applicable:	
Postal address:	
Contact phone number:	
Email address:	
Applicant details - the person or organisation that the permit is issued to	
<input type="checkbox"/>	Same as contact. If not, complete details below.
Name:	
Organisation name if applicable:	
Postal address:	
Owner details - the person or organisation that owns the land.	
<input type="checkbox"/>	Same as contact.
<input type="checkbox"/>	Or same as applicant. If neither, complete details below.
Name if applicable:	
Organisation name if applicable:	
Postal address:	
Declaration - this form must be signed. Complete A, B (owner and applicant sections) or C	
A I declare that I am the applicant and owner of the land and all information in this application is true and correct.	
Owner / applicant signature:	Date:
B I declare that I am the owner of the land and I have seen this application.	
Owner signature:	Date:
B I declare that I am the applicant and all information in this application is true and correct.	
Applicant signature:	Date:

<p>C I declare that I am the applicant and:</p> <ul style="list-style-type: none"> • I have notified the owner about this application • and all information in this application is true and correct.. 	
Applicant/s signature/s:	Date:
<p>Completing and lodging your request</p>	
<p>Fee payment: cheques to be payable to Nillumbik Shire Council</p>	
<p>This form can be completed either by printing and completing by hand, or by completing in word before printing and signing. If printing before entering details, enter carriage returns to allow enough space as required.</p>	
<p>Nillumbik Shire Council, Civic Drive (PO Box 476), Greensborough VIC 3088</p>	
<p>Email to: nillumbik@nillumbik.vic.gov.au</p>	
<p>Information checklist</p>	
<p>The applicant must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material does not breach any third party's right to privacy and copyright.</p>	
<p>Have you:</p>	
<p>Completed all relevant sections on this form?</p>	
<p>Attached a recent copy of title (search within the last 6 months)?</p>	
<p>Paid or attached fees?</p>	
<p>Attached all necessary supporting information and documents. If insufficient, you will be asked for more information. This will delay our response to your request.</p>	
<p>Have you signed the declaration?</p>	
<p>Privacy statement</p>	
<p>The personal information requested on this form is being collected by Council for the purpose of evaluating an application as set out in the Planning and Environment Act 1987. If you do not provide your name and address, Council will not be able to consider your application. This information will be used solely by Council for that primary or directly related purpose. The applicant may apply to Council for access to and/or amendment of the information.</p>	