

DECLARATION FOR AMENDMENT TO A PLANNING PERMIT APPLICATION



APPLICATION NUMBER: _____
(Write your application number here, if known)

OFFICE USE ONLY
DATE RECEIVED: _____

Please print clearly. Please read the notes on the back before completing this form.

THE APPLICANT: Who is making this amendment

APPLICANT:		PHONE:	
C/-:		FAX:	
ADDRESS:		EMAIL:	

LAND AFFECTED BY THIS APPLICATION

ADDRESS:				
LOT NO.		PLAN OF SUBDIVISION:		
TITLE DETAILS:		VOLUME:		FOLIO:

THE AMENDMENT: What changes are being requested since lodging the original application for planning permit (attach letter if required)

THE OWNER: The owner must be notified of these proposed changes.

Name:	Phone during business hours:
Address:	

DECLARATION TO BE COMPLETED FOR ALL APPLICATIONS

This form must be signed. Please complete Section A, B or C.

A	I declare that I am the Applicant and Owner of this land and that all information given is true and correct.	Owner/Applicant Signature
		Date:
B	I am the Owner of the land. I have seen this application. I/We the Applicant declare that all information given is true and correct.	Owner Signature
		Date:
C	I/We the Applicant declare that I/We have notified the owner about this application and that all information given is true and correct.	Applicant Signature
		Date:

PRIVACY COLLECTION STATEMENT - Hobsons Bay City Council is committed to protecting your privacy. The personal information provided on this Declaration Form is required by Council in order to process your application for a planning permit in accordance with the requirements of the *Planning and Environment Act 1987*. Any person may inspect the permit application whilst it is being considered by Council or the Victorian Civil and Administrative Tribunal. You have a right to access your personal information and make corrections. If you have any queries or wish to gain access to amend your information please contact Council's Town Planning Unit on 9932 1000.

HOW TO AMEND AN APPLICATION FOR A PLANNING PERMIT

Applications made under section 50.3(c) must include the information required by Regulation 16 of the Planning and Environment Regulations 1988.

Section 50. Amendment to application at request of the applicant before notice

- (1) An applicant may ask the responsible authority to amend an application before notice of the application is first given under section 52.
- (2) An amendment to an application may include—
 - (a) an amendment to the use or development mentioned in the application; and
 - (b) an amendment to the description of land to which the application applies; and an amendment to any plans and other documents forming part of or accompanying the application.
- (3) A request under this section must—
 - (a) be accompanied by the prescribed fee (if any); and
 - (b) be accompanied by any information or document referred to in section 47(1)(c) to 47(1)(e) that relates to the proposed amendment to the application and that was not provided with the original application; and
 - (c) if the applicant is not the owner of the land to which the application applies, be signed by the owner or include a declaration by the applicant, that the applicant has notified the owner about the request.
- (4) Subject to sub-section (5), the responsible authority must amend the application in accordance with the request.
- (5) The responsible authority may refuse to amend the application if it considers that the amendment is so substantial that a new application for a permit should be made.
- (6) The responsible authority must make a note in the register if any amendment is made to an application under this section.
- (7) On the amendment of an application under this section, the amended application is to be taken—
 - (a) to be the application for the purposes of this Act; and
 - (b) to have been received on the day that the request for amendment was received by the responsible authority.

50A. Amendment of application by responsible authority before notice

- (1) With the agreement of the applicant and after giving notice to the owner, the responsible authority may make any amendments to an application that it thinks necessary before notice of the application is first given under section 52.
- (2) An amendment to an application may include—
 - (a) an amendment to the use or development mentioned in the application; and
 - (b) an amendment to the description of land to which the application applies; and
 - (c) an amendment to any plans and other documents forming part of or accompanying the application.
- (3) The responsible authority may require the applicant—
 - (a) to notify the owner under sub-section (1); and
 - (b) to make a declaration that that notice has been given.
- (4) The responsible authority must make a note in the register if any amendment is made to an application under this section.
- (5) On the amendment of an application under this section, the amended application is to be taken—
 - (a) to be the application for the purposes of this Act; and
 - (b) to have been received on the day that the applicant agreed to the amendment.

57A. Amendments to application after notice of application is given

- (1) An applicant may ask the responsible authority to amend an application after notice of the application is given under section 52.
- (2) An amendment to an application may include—
 - (a) an amendment to the use or development mentioned in the application; and
 - (b) an amendment to the description of land to which the application applies; and
 - (c) an amendment to any plans and other documents forming part of or accompanying the application.
- (3) A request under this section must—
 - (a) be accompanied by the prescribed fee (if any); and
 - (b) be accompanied by any information or document referred to in section 47(1)(c) to 47(1)(e) that relates to the proposed amendment to the application and that was not provided with the original application; and
 - (c) if the applicant is not the owner of the land to which the application applies, be signed by the owner or include a declaration by the applicant that the applicant has notified the owner about the request.
- (4) Subject to sub-section (5), the responsible authority must amend the application in accordance with the request.
- (5) The responsible authority may refuse to amend the application if it considers that the amendment is so substantial that a new application for a permit should be made.
- (6) The responsible authority must make a note in the register if any amendment is made to an application under this section.
- (7) On the amendment of an application under this section—
 - (a) the amended application is to be taken—
 - (i) to be the application for the purposes of this Act; and
 - (ii) to have been received on the day that the request for amendment was received by the responsible authority; and
 - (b) all objections made in relation to the original application are to be taken to be objections to the amended application.
- (8) Nothing in this section affects any right a person may have to make a request under section 87 or 89 in respect of anything done or not done in relation to the original application.
- 9) Sections 52 and 55 do not apply to an amended application.

REMEMBER it is against the law to give false or misleading information. You may receive a heavy fine and your permit may be cancelled.

Send the completed form and all the documents to the Responsible Authority: