

Amendment to Planning Application

Is this form for me? This form is for making amendments to an application that has already been lodged with Council, but which has not yet been decided. Please see the notes on the reverse if you are unsure.

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

Date received: _____

Name	
Address _____	Phone (business hours) : _____
E-mail _____	Fax (business hours): _____

THE LAND	What is the address of the land?
Address	

THE APPLICATION	What application are you seeking to amend?
Town Planning Application Number:	
Council officer processing application:	

THE PROPOSAL	What changes are to be made to the application?
<p>See the reverse for assistance completing this section. You should attach a full schedule of all changes, including all changes to plans, if there is not room to describe these on this form. It is strongly suggested that you discuss any amendments with the officer processing the application.</p>	

Does the amended proposal breach, in any way, a registered covenant, section 173 agreement or restriction on title?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Not applicable (no such covenant, section 173 agreement or restriction applies)	
If yes, you should contact Council for advice as to how to proceed with the application. See reverse for more information.	

THE COST OF THE DEVELOPMENT	<input type="checkbox"/> Unchanged from Initial Application
State the estimated cost of the proposed development. This is the total cost of the proposal, including the amendments.	Or: \$

THE OWNER	Complete either A, B or C
A. I/We, the Applicant, own the land.	Signature:
B. I am the owner of the land. I have seen this application.	Owner's signature:
Name & address	
Phone	
C. I/We, the Applicant, declare that I/We have notified the owner about this application.	Signature:

I declare that all the information I have given is true.		
Name	Date	Signature

How to Amend a Planning Application

Is this form for me? This form is for making amendments to an application for planning permit that has already been lodged with Council, which has not yet been decided. This form can be used both for amendments made before the advertising of the application (Section 50 of the *Planning & Environment Act*) or afterwards (Section 57A of the *Act*). If you wish to modify a previously issued permit, or make a new application for planning permit, you will need a different form, as follows:

- If you wish to amend a permit that has already been issued, fill out the “Application to Amend a Planning Permit.”
- If you wish to make a new application for planning permit, fill out the “Application for Planning Permit

IMPORTANT NOTE

It is strongly suggested that before lodging this form you discuss the proposed amendment of your application with the Council officer processing the application.

THE APPLICANT

- Give your full name or the name of the company, and the full postal address and your contact phone number.

THE LAND

- Give the street number, street name, town and postcode. If possible, also provide the lot number and lodged plan or plan of subdivision number, or other Title particulars.

THE APPLICATION

- Include the planning application number of the existing application. This will be in the following format: *TP01/0001* and will be included in correspondence from Council regarding the existing application.

THE PROPOSAL

- If the description of the use or development is to change, include the full amended description of the proposed use or development, and make clear what changes are to be made. For example: “Use of land as a restaurant, with associated waiver of standard parking requirements and signage – signage not previously included in application.” If you need more space, attach correspondence that clearly sets out the changes.
- If submitted plans are to be amended, three full sets of the amended plans should be provided. All changes must be clearly marked on the plans, and a separate schedule of the changes included.
- Council cannot issue a planning permit that breaches a registered covenant. Other restrictions on the land, such as section 173 agreements or easements, may also effect your proposal. You therefore need to check that the amendments to the proposal do not breach any such restrictions on the title. If they do, you should contact Council for further advice as to how to proceed with your application.
- Changes to the type of proposal may alter the fee payable for the application. If this is the case, then you will need to pay the difference between the fee originally paid and the fee payable to amended proposal.

THE COST OF THE DEVELOPMENT

- The estimated cost of the development is used to assess the amount of any fee you may have to pay. If this has changed, you will need to pay the difference in fee (if any) between the fee originally paid and the fee payable for the amended proposal.
- Development here refers to the buildings and works you intend to construct on the land, with the amendments included. If the amendments to the application do not change the cost of the development, tick the box marked “Unchanged from Initial Application”. If no buildings or works are proposed and you only intend to change the use in an existing building or on the land, the word ‘NIL’ should be written in this square.

HAVE YOU

- Answered all the questions, including the declaration at the base of the form?
- Included payment to cover the amended application fee, if required? The officer assessing your application can advise if this is necessary.
- Included a schedule of all changes made to the application, including all changes to plans?

Please Note:

Any material submitted with an application including plans will be made available for public view and copies may be made to interested parties for the sole purpose of enabling consideration and review as part of a planning process under the Planning and Environment Act 1987.