



Office Use Only	
Date Received	
Application Fee	
Receipt Number	
Extension Approved	1 year / 2 year / Refused / Other
Responsible Officer	
New Start Date	
New Completion Date	

## Application for Extension of Time to a Planning Permit

(Under Section 69 of the *Planning & Environment Act 1987*)

### Extension of Time Request

Time requested:

One Year    Two Years    Others (please specify):

Extension of time relates to:

- Commencement Expiry
- Certification
- Completion Expiry
- Commencement & Completion Expiry

#### PLEASE NOTE

A permit holder may request an extension of time before or within 6 months after the commencement expiry date, where the use or development allowed by the permit has not yet started; or within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

If the request is made out of time, Council cannot consider the request and the permit holder will not be able to apply to VCAT for a review of the matter.

### Planning Permit Number

Planning Permit Number of the permit to be extended:

\_\_\_\_\_

Date of original permit issued:

\_\_\_\_\_

### The Land

Current Address of the land the planning application relates to:

Unit No: \_\_\_\_\_ Street No: \_\_\_\_\_ Lot: \_\_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Previous Address (if applicable) of the land the planning application relates to:

Unit No: \_\_\_\_\_ Street No: \_\_\_\_\_ Lot: \_\_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_



## Declaration by Owner or Occupier

This part must be completed by the owner or occupier.

**I consent to this application being made:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PLEASE NOTE

Proof of ownership or occupancy may be required.

## Declaration by Applicant

This part must be signed

**I declare that all information in this application is true and correct:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### PLEASE NOTE

It is against the law to provide false or misleading information, which could result in a fine.

## Lodgement & Fee

Fee applicable:

Please contact Council for the correct fee or visit Council's website – [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au)

Lodge the completed and signed form, appropriate fee and any attached documents to:

Mail, including cheque (payable to the City of Ballarat)  
PO Box 655  
BALLARAT VIC 3353

In Person  
25 Armstrong Street South, Ballarat

### PLEASE NOTE

This application form must be completed in full and the application fee must be paid prior to this request being lodged.

## Statutory Planning

**General Enquires: (03) 5320 5640**

**Email: [info@ballarat.vic.gov.au](mailto:info@ballarat.vic.gov.au)**

**Website: [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au)**

## Privacy Notification

Your personal information is being collected by City of Ballarat for planning purposes in accordance with the *Planning and Environment Act 1987*. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au)