



Office Use Only Application No.:

Date Lodged:

# Application to AMEND a Planning Permit

If you need help to complete this form, read How to make an application for a planning permit, available on Moreland's City Council's website. General information about the planning process is available at [www.moreland.vic.gov.au](http://www.moreland.vic.gov.au) and [planning.vic.gov.au](http://planning.vic.gov.au).

## 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.:	<input type="radio"/> Lodged Plan	<input type="radio"/> Title Plan	<input type="radio"/> Plan of Subdivision	No.:
<b>OR</b>					
B	Crown Allotment No.:		Section No.:		
Parish/Township Name:					

## Planning permit details

What permit is being amended?

Planning Permit No.:
----------------------

## The amended proposal

You must give full details of the amendment being applied for. Insufficient or unclear information will delay your application.

### What is the amendment being applied for?

- Indicate the type of changes proposed to the permit.
- List details of the proposed changes.

If the space provided is insufficient, attach a separate sheet

This application seeks to amend:		
<input type="radio"/> what the permit allows	<input type="radio"/> conditions of the permit	
<input type="radio"/> plans endorsed under the permit	<input type="radio"/> other documents endorsed under the permit	
<table border="1"> <tr> <td>Details</td> </tr> </table>		Details
Details		
Provide plans clearly identifying all proposed changes to the endorsed plans, together with: any information required by the planning scheme, requested by Council or outlined in a Council checklist; and if required, include a description of the likely effect of the proposal.		

## Development cost

Estimate cost of development

If the permit allows development, estimate the cost difference between the development allowed by the permit and the development to be allowed by the amended permit

Cost of proposed amended development		Cost of the permitted development		Cost Difference: (+ or -)
\$	-	\$	=	\$
Insert 'NA' if no development is proposed by the permit (eg. Change of use, subdivision, removal of covenant). ! You may be required to verify this estimated.				

# Existing Conditions

**1. Describe how the land is used and developed now\***

eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

Have the conditions of the land changed since the time of the original permit application?  Yes  No  
If yes, please provide details of the existing conditions.

.....
.....



Provide a plan of the existing conditions if the conditions have changed since the time of the original permit application. Photos are also helpful.

# Title Information

**2. Encumbrances on title\*\***

If you need help about the title, read:  
[How to Complete the Application to Amend a Planning Permit Form](#)

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', eg. restrictive covenants.)

# Applicant and Owner Details

⑦ 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:

If it is a PO Box, enter the details here:

Unit No.:	St. No.:	St. Name:	
Suburb/Locality:		State:	Postcode:
Title:	First Name:	Surname:	

Business phone:	Email:*
Mobile phone:	Fax:

**Owner\***

The person or organisation who owns the land.

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

Name:

Same as applicant

Title:	First Name:	Surname:
Organisation (if applicable):		

Postal Address:

If it is a PO Box, enter the details here:

Unit No.:	St. No.:	St. Name:	
Suburb/Locality:		State:	Postcode:
Owner's Signature (Optional):			Date: day / month / year

\* Please note that information associated with this application might be provided electronically, and unless otherwise stated Council takes the completion of this form as consent to use electronic communication. Further, Council may use your electronic details for other Council communication.

---

## Declaration

⑧ **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.

I declare that I am the applicant; that all the information in this application is true and correct; that all changes in the plan have been listed as part of the amendment proposal at Question 3 of this form; and that the owner (if not myself) has been notified of the permit application.

Signature:	Date: day / month / year
------------	-----------------------------

---

## Need help with the Application?

If you need help to complete this form read [How to complete the Application to Amend a Planning Permit form](#) or contact Council's planning department. General information about the planning process is available at <http://www.dpcd.vic.gov.au>.

Contact Council's planning department to discuss the specific requirements for this application and obtain a checklist. Insufficient or unclear information may delay your application.

⑨ **Has there been a pre-application meeting with a council planning officer?**

<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, with whom?:
Date:	day / month / year

---

## Checklist

● **Have you:**

<input type="checkbox"/> Filled in the form completely?
<input type="checkbox"/> Paid or included the application fee? ! Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
🔗 Provided all necessary supporting information and documents?
<input type="checkbox"/> A full, current copy of title information for each individual parcel of land, forming the subject site.
<input type="checkbox"/> A plan of the existing conditions.
<input type="checkbox"/> Plans clearly identifying all proposed changes.
<input type="checkbox"/> Any information required by the planning scheme, requested by council or outlined in a council checklist.
<input type="checkbox"/> Completed the relevant council planning permit checklist?
<input type="checkbox"/> Signed the declaration (section 8)?

---

**Privacy notice:** Moreland City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

The personal information requested is being collected by Moreland City Council for lodgement and assessment of a planning application and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). If the personal information is not provided in your application it may result in the application not being accepted, lapsing or being refused. The personal information may also be used by Council for related purposes. The personal information disclosed in the application will be made available for public inspection including on Council's public website whilst the application is being determined, in accordance with section 51 of the Planning & Environment Act 1987. If a planning permit is granted, the permit and any endorsed plans or documents under the permit continue to be available for public inspection including on Council's website on a permanent basis and may also be used by Council for related purposes.

Council takes the submission of this lodgement form as consent to a) display the information provided with this application online including personal information and this includes any additional information provided throughout this application process and b) to use electronic communication.

The personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. You can gain access to your personal information you have provided to Moreland City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at