



Amending or extending a planning permit

Planning fact sheet

What can I change?

A planning permit consists of two documents, the permit and the endorsed plans. You can apply to make changes to both documents. Any changes are referred to as an amendment to the planning permit.

Can I extend my permit?

Council recognises that there are many factors which can delay the commencement of works. An application to extend a planning permit must be made before the permit expires. To extend a planning permit you must:

1. Write a letter which clearly explains:

- The address of the property and planning permit number
- The time extension sought
- Reasons why the permit should be extended
- Whether the permit has previously been extended.

2. Pay the relevant fee.

Applying for an amendment

An application must be made in writing. The written request must clearly identify the amendments sought, including clearly marked plans (if applicable). The reasons for the amendment should also be specified. Your amendment application should consist of:

1. **A completed 'Planning Permit Amendment Application' form**, which can be obtained online or from Council's offices.
2. **A Certificate of Title (one copy)**. This is a formal record about a particular piece of land, it contains basic information about the land including current ownership. The copy of the Certificate of Title must be clear, legible and complete and obtained within the last three months. If you do not have a copy of the Certificate of Title, you can obtain a copy from the Land Information Centre, telephone 8636 2456, or online www.land.vic.gov.au.
3. **The relevant fee**. Refer to the Fee Schedule to determine what fee you need to pay to lodge your application. The fee schedule is available at our office or on Council's website.
4. **Revised plans (2 copies)** if applicable. It is important that you provide revised plans in the same layout as those that have already been approved, and clearly mark where the amendments are proposed.

Council often receives enquiries about whether changes can be made to a planning permit or to approved plans.

If a planning permit has been issued for your property, you are obliged to comply with all the conditions. However, if you would like to make some changes, or need more time to undertake your project, you can apply for an extension or an amendment to your permit.

This fact sheet provides information about amending or extending planning permit and the associated processes and procedures.

