

Planning Services

Application to AMEND a Planning Permit

knox
your city



Office Use Only

Application No:

Date Lodged: / /

Is this the right form for me?

Use this form to apply for an amendment to a planning permit that has already been granted. This form must be accompanied by the appropriate application fee, documents & plans. If you need help with your application, general information about the planning process and checklists can be found at www.knox.vic.gov.au/planning or you can contact Knox Planning Services on 9298 8125. **Alternatively, you can login to Council's Online Services to apply and pay online** www.knox.vic.gov.au/planning

Information marked with an asterisk (*) are mandatory and must be completed. If the space provided on the form is insufficient, attach a separate sheet.

Privacy Statement

The personal information requested on this form is being collected by Knox City Council (Council) for the purpose of assessing your application under the Planning and Environment Act 1987. Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the Planning and Environment Act 1987. The personal information will be used by Council for that primary purpose or directly related secondary purposes. The information may also be used to update Council databases to assist Council in discharging its functions or providing services. If the information is not collected, your application can not be processed. Requests for access to and/or amendment of personal information should be made to Council's Chief Privacy Officer.

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: Post Code:

Formal Land Description*

Complete either A or B

This information can be found on the certificate of title.

A Lot No: Lodged Plan Title Plan Plan of Subdivision No:

OR

B Crown Allotment No: Section No:

Parish/Township Name:

If this application relates to more than one address, please attach details.

Planning Permit Details

What permit is being amended?*

Planning Permit No:

Existing Conditions

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.

The Amended Proposal

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 spare sheet.

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

This application seeks to amend:

What the permit allows

Plans endorsed under the permit

Current conditions of the permit

Other documents endorsed under the permit

Details:



Provide plans clearly identifying all proposed changes to the endorsed plans, together with: any information required by the Knox Planning Scheme, requested by Council or outlined in a Council checklist and; if required, include a description of the likely effect of the proposal. Checklists can be found at www.knox.vic.gov.au/planning

Development Cost

Estimated 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 estimate

Title Information

Encumbrances on title*

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

Applicant*

The person who wants the permit and will be the primary contact for the application.

Please provide at least one contact phone number *

Provide details of the applicant and the owner of the land.

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:
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.

Please check that the owner details are consistent with the Certificate of Title.

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:
Owner's Signature (optional):		Date: day / month / year

Declaration

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 to the permit and plan have been listed as part of the amendment proposal on this form; and that the owner (if not myself) has been notified of the permit application.

Signature:	Date: day / month / year
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Checklist

Have you:

- | | |
|--|---|
| <input type="checkbox"/> Filled in the form completely? | <input type="checkbox"/> Attached all necessary supporting information and documents? |
| <input type="checkbox"/> Paid or included the application fee? | <input type="checkbox"/> Signed the declaration? |

Lodgement

Online:

An Application can be submitted electronically through Council's Online Services portal. This will save you time and money, as you won't need to print out any plans and documents and you can pay your application fees online. Visit www.knox.vic.gov.au/planning

In person or by post:

Knox City Council Planning Services
511 Burwood Highway
Wantirna South VIC 3152