

Planning Services

Application to Amend a Planning Application

Is this the right form for me?

This form is for making amendments to an application for planning permit that has already been lodged with Council, **but 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.

The prescribed fee in accordance with the Planning Fee Guidelines is required to be paid at the time of this application being submitted to Council.

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

Details of the Planning Application you wish to Amend:

Application Number:

Address of subject land:

The Proposal: what changes are to be made to the application?

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. If you need more space, attach correspondence that clearly sets out the changes.

Has advertising been undertaken for this application? ☐ Yes ☐ No

Encumbrances on Title

Does the amended proposal breach, in any way, a registered covenant, Section 173 Agreement or restriction on title?

☐ Yes ☐ No ☐ Not Applicable (no such covenant, Section 173 Agreement or restriction applies)

If yes, you should contact Council for advice on how to proceed with the application.

The Cost of the Development

Changes to the type of proposal or the estimated cost of works 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 for the amended proposal.

State the estimated cost of the proposed development. This is the total cost of the proposal, including the amendments.

☐

Unchanged from the initial Application

OR:

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Your Details

Name (& Company, if applicable):

Postal Address:

Postcode:

Phone No:

Mobile No:

Email Address:

Declaration to be Completed

This form must be signed. Please complete Section A, B or C

A	I declare that I am the Applicant and the Owner of the land and that all information given is true and correct.	Owner/Applicant Signature: Date:
B	I am the Owner of the land. I have seen this application.	Owner Signature: Date:
	I/We the Applicant declare that all information given is true and correct.	Applicant Signature Date:
C	I/We the Applicant declare that I/We have notified the owner about this application and that all information given is true and correct.	Applicant Signature: Date:

How to Submit an Amendment to a Planning Application

Amendments can be lodged by emailing the officer assessing your application. They will arrange an invoice for any additional fees. The fees can then be paid online or over the phone. Your application will not be processed if the fees have not been paid.

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.