

Secondary Consent may be sought for minor alterations to endorsed plans that form part of a Planning Permit, provided the application meets the criteria on the reverse side of this form and the Permit includes the following (or a similar) condition:

- *The use and/or development as shown on the endorsed plan(s) must not be altered without the written consent of the Responsible Authority*

Please confirm that the Permit relating to this application includes the above condition. If it does not, please contact Statutory Planning for further advice.

APPLICANT

Name:					
Organisation (if applicable):					
Postal Address:					Postcode:
Telephone No. (H)		(W)		(M)	
Email Address:					

PERMIT DETAILS

Planning Permit No.:					
Address:					

PERMIT CONTACT (IF DIFFERENT TO APPLICANT)

Name:					
Organisation (if applicable):					
Postal Address:					Postcode:
Telephone No. (H)		(W)		(M)	
Email Address:					

OWNER OR OCCUPIER DETAILS (If different to applicant)

Name:					
Postal Address:					

DETAILS

Has the use or development approved by the permit commenced? (circle)	Yes / No
Has the use or development approved by the permit been completed? (circle)	Yes / No
If the use or development has commenced but not completed, please describe what has commenced on site (including any demolition) and attach any relevant supporting documents/photos:	

DETAILS OF PROPOSED CHANGES

List changes that are being applied for and highlight changes on corresponding plans if applicable – three copies of the plans must be submitted with this application.

REQUIRED INFORMATION CHECKLIST (Please tick) ✓

A fully completed application form	
A full current copy of title (the title must be clearly legible and less than 3 months old)	
Three copies of amended plans clearly highlighting the proposed changes	

APPLICATION FEE (Payable on lodgement)

Secondary Consent	\$110.00
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DECLARATION This form must be signed. Complete box A, B or C.

A. I declare that I am the Applicant and Owner of this 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. I/We the Applicant declare that all information given is true and correct.	Owner signature: Applicant signature:	Date: 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:

PLEASE FORWARD THIS APPLICATION TO

E-mail: planningapplications@basscoast.vic.gov.au	Mail: PO Box 118 Wonthaggi VIC 3995
In person: Customer Service Centres at Wonthaggi, Cowes, Grantville and Inverloch	

Please Note:

1. A Secondary Consent proposal must meet the following conditions:
 - The proposal cannot transform the permit to a use or development that was not previously considered and approved;
 - The proposal cannot approve changes that require a planning permit or which are contrary to any specific condition in the original permit.
2. The description of what is allowed by the permit cannot be altered by Secondary Consent.
3. The permit conditions cannot be varied or deleted by Secondary Consent.
4. There is no provision for public consultation or advertising. As such the Secondary Consent provision is not appropriate where the changes may result in material detriment to the surrounding area.
5. An application for Secondary Consent is not immediately approved, Planning Officers must consider a number of matters including those above.
6. The Responsible Authority reserves the right to not approve the proposed amendment under Secondary Consent if it considers that the amendments contradict any of the above criteria.

If it is decided that the changes cannot be approved under Secondary Consent, a Planning Officer will advise you how to apply for a permit amendment or a new permit.

Council collects and holds this Personal Information in accordance with the *Privacy and Data Protection Act 2014 (Vic)* Principles.