

Application to **AMEND a Planning Permit**

Planning enquiries:

1300 002 642

www.bendigo.vic.gov.au/planning

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.

This form cannot be used to amend a permit issued at the direction of VCAT.

Applicant details	Name/Company		
	Address		
	Phone		
	Email		

Preferred contact details (only if different to Applicant)	Name		
	Company name		
	Address		
	Phone		
	Email		

Land details	Address of land and land description		
	Owner of land		
	How is the land currently used or developed?		

What permit is being amended?	Planning Permit No.
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The Amended Proposal	Indicate the type of changes proposed	what the permit allows	plans endorsed under the permit
		current conditions of the permit	other documents endorsed under the permit
	Details of the amendment required		
	Estimated cost of development (cost difference between original permit and the proposed amendment)		
	Was there a formal pre-application meeting with a planning officer?	Yes No	If Yes, please specify name of planning officer.

Declaration by applicant	<input type="checkbox"/>	I declare that all the information in this application is true and correct; that all changes to the permit and/or plan have been listed on this form; and the owner (if not myself) has been notified of the permit application.
		Date: _____ Signature: _____

Need help with the application form?

If you want to change the plans that were endorsed with your permit, or change a condition on the permit, you must apply for an amendment to the planning permit. It is important to note that if your proposal includes development which requires building approval, any plans stamped as part of the planning permit must match the plans you submit to your building surveyor.

YOU MUST GIVE FULL DETAILS OF THE AMENDED PROPOSAL. If you do not provide enough detail or suitable plans, you will be asked for more information. This will delay your application.

Applicant details	<ul style="list-style-type: none">This is the person, or company, who wants the amendment. Provide your full name or the name of the company, along with your contact details.
Preferred contact details	<ul style="list-style-type: none">You only need to provide this if it differs from the applicant, for example a planning consultant dealing with the application on your behalf will receive all correspondence.
Land details	<ul style="list-style-type: none">Provide the full street address and the land description shown on the title, eg. Lot 4 PS 123456A or CA 4 Sec 16Provide the owner's full name. If you are not the owner, the owner must be notified of the application, which is acknowledged in the declaration.Have the conditions of the land changed since the original permit application was granted? Describe how the land is used now including any activities, buildings, structures or works that exist.
What permit is being amended?	<ul style="list-style-type: none">Specify the planning permit reference number that you want to amend.
The Amended Proposal	<ul style="list-style-type: none">Indicate the type of changes being proposed to the permit by ticking one or more of the boxes.Describe the changes in detail.If the permit allows development, estimate the cost difference between the development allowed by the permit and development cost of the proposed amendment. Planning fees are exempt from GST.Please specify if you have had a sit-down meeting with a Planning officer. Where possible, we will try and allocate your application to an officer that you have already dealt with.
Declaration	<ul style="list-style-type: none">This is signed by the person who takes responsibility that the information provided is true and correct at the time of lodgement. If the owner is not the applicant, the declaration also acknowledges that the owner has been notified of the application.

Information you must provide with your application

- The completed and signed application form
- The application fee

Supporting information and documents where relevant to the amendment:

Plan drawn to scale showing existing conditions

Plans drawn to scale including proposed site plan, elevations, floor plans

A written explanation of the changes you want to make to the permit, including any potential impacts that your proposal could have on the neighbourhood.

Any information required by the Greater Bendigo Planning Scheme or requested by a Planning officer.

Lodgement

By email:

planningadmin@bendigo.vic.gov.au – we will send you an invoice which must be paid within 5 business days.

In person or mail:

City of Greater Bendigo
189-229 Lyttleton Terrace, Bendigo 3550
PO Box 733, Bendigo 3552

Collection Statement

The City of Greater Bendigo (City) is committed to protecting your privacy. The personal information you have provided on this form or in relation to your application is being collected by the City for the purpose of assessing your planning permit application. The personal information will be used to correspond with you about your application; notify affected parties who may wish to inspect your application so that they can respond (if necessary); to contract service providers where necessary or appropriate; and for any other directly related purposes. The information you provide will be made available online on the City's website during the public notice period of the application; to any person who may wish to inspect your application until the application process is concluded, including any review at the Victorian Civil and Administrative Tribunal; to relevant officers within the City and other relevant agencies directly involved in the planning process; and to persons accessing information in accordance with the Freedom of Information Act 1982, Planning and Environment Act 1987 or Public Records Act 1973.

Your personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. If your personal information is not collected, we may not be able to process your application. If you wish to access or amend any of the personal information you have supplied to City, please contact our Planning team on 03 5434 6355 or email planningadmin@bendigo.vic.gov.au.