CITY OF GREATER BENDIGO

Request for an
Extension of Time to a Planning Permit

Once a permit has been issued, it is valid for 2 years unless otherwise specified in the permit. Before the permit expires or within 6 months after the permit has expired, where development has not started, or 12 months after the permit has expired where development has lawfully started, you can request an extension of time. Reason should be given as to why the permit should be extended and the length of time you are proposing the permit be extended to.

Please read the notes on the next page before completing.

Fees applicable:	1st request	$310
	2nd request	$570
	3rd request	$830

Applicant details

Name
Postal Address
Phone (BH)
Email

The land

Address
Suburb and postcode

Planning permit details

Planning Permit No.	Date issued

Specify time sought for extension

I am applying to extend the permit for:

❒ 1 year ❒ 2 years ❒ Other (specify)

Has the development allowed by the permit commenced?

❒ Yes ❒ No ❒ Not applicable

Reason why an extension of time is required

Declaration by Applicant

I declare that the information provided is true and correct and the owner (if not myself) has been advised of the application.

Signature: Date:

HOW TO SUBMIT AN EXTENSION OF TIME REQUEST

Section 69 of the *Planning and Environment Act 1987* states:

1. *Before the permit expires or within 6 months afterwards, the owner or the occupier of the land to which it applies, or another person with the written consent of the owner, may ask the responsible authority for an extension of time.*
   - *1A. The owner or occupier of land to which a permit for a development applies, or another person with the written consent of the owner, may ask the responsible authority for an extension of time to complete the development or a state of the development if:*
     - *(a) the request for an extension of time is made within 12 months after the permit expires; and*
     - *(b) the development or stage started lawfully before the permit expired.*
   - *1B. A request under subsection (1) or (1A) by a person who is not the owner or occupier of the land must be accompanied by a copy of the written consent of the owner.*
2. *The responsible authority may extend the time within which the use or development or any stage of it is to be started or the development or any stage of it is to be completed or within which a plan under the Subdivision Act 1988 is to be certified.*
3. *If the time is extended after the permit has expired the extension operates from the day the permit expired.*

YOU MUST GIVE FULL DETAILS. If you do not give enough detail or give sufficient reasons for your request, you will be asked for more information. This will delay your application.

Applicant details

- Give your full name or the name of the company, along with full contact details.
- If you are not the owner, the owner must be notified of the application, which is acknowledged in the declaration.

The land

- Specify the parcel description and address details of the land.

Planning permit details

- Provide the planning permit number and the date the permit was issued.

Specify time sought for extension and whether the development has commenced

- Specify how long you are requesting the permit be extended for.
- If applicable to the permit, specify whether the development allowed by the permit has commenced.

Reasons why an extension of time is required

As part of your request for an extension of time, you must explain:

- The reasons why the permit has not been acted upon within the time limit;
- Any progress that has been made towards acting on the permit, eg. the preparation of building plans or preliminary site works.

When deciding on whether to extend the permit, the responsible authority may also consider:

- Whether there has been a change of planning policy.
- The time already elapsed.
- Whether the limit originally imposed was adequate.
- The economic burden imposed on the landowner by the permit.
- Any extenuating circumstances.

In the case of a development that has started under a permit but has not been completed in time, you may need to provide evidence showing the extent of the development that has started.

Lodge the completed and signed form, any supporting documents and payment at:

By email:	**In person or by mail:**
planningadmin@bendigo.vic.gov.au – we will send you an invoice which must be paid within 5 business days.	City of Greater Bendigo 189-229 Lyttleton Terrace PO Box 733, Bendigo 3552

The City is committed to protecting your privacy. The personal information you have provided on this form and on any supporting documentation is collected by the City for the purpose of assessing and responding to your enquiry. Your personal information will not be disclosed to an external party without your consent unless required or authorised by law. If your personal information is not collected, the City will not be able to respond to your enquiry. Please contact us on 1300 002 642 if you wish to gain access to or amend any personal information supplied on this form.