

Application for an Amendment under Secondary Consent

Use this form to make a minor amendment to your endorsed plans or to gain written consent from the Responsible Authority for a variation of the requirement(s) within a condition of the Planning Permit

Council cannot consider a change under Secondary Consent that may alter the proposal or any conditions contained within the Planning Permit, or any proposed amendment(s) that may cause detriment to any party and may be required to be advertised.

An application cannot be accepted without a completed application form, three copies of the amended plans (if required) to clearly identify changes to the site or the previously endorsed plans and the application fee. An explanation of the changes and why they are needed should also be provided.

The Responsible Authority has the right to choose not to approve your proposed amendment under secondary consent.

Need help with the application?

Contact Council to discuss the specific requirements for this application. Insufficient or unclear information may delay your application.

Has there been a meeting or discussion with a Council officer with regard to the amendments sought?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, with whom?:	
Date DD / MM / YYYY	

The Land

Please provide the street address of the land.

Street No.:	Street Name:
Suburb/Locality:	Postcode:

Describe what works have commenced on the site (if any).

Eg. Development not started, foundations have been laid, development at lock up stage etc

The Planning Permit

Provide full details of the amendment being applied for.

What permit is being amended?

Planning Permit No.:

Include the permit number and what the permit allows.

What the Planning Permit allows:

Under what condition are you applying for secondary consent?

Condition No.(s):
The condition would normally state: "The development as shown on the endorsed plans or described in the endorsed documents must not be altered or modified except with the written consent of the Responsible Authority." or: "... unless otherwise approved by the Responsible Authority..."

The Amendment Proposal

What is the amendment being applied for?

Detail any changes sought to the plans or any other documents endorsed under the permit.

Attach a supplementary page if more room is required.

Eg.
1. Kitchen window to dwelling two on the north elevation is reduced in size.
2. Change external paint colour from white to beige (sample included).

Why is the amendment required?

State the reasons for the change.

Attach a supplementary page if more room is required.

Contact details

Contact

The person or organisation you want Council to correspond with regarding the application.

Name:								
Organisation (if applicable):								
Postal Address:								
				Postcode:				
Contact phone:		Indicate preferred contact method by numbering in order of preference						
Mobile phone:								
Email:								
Fax:								

Applicant details

Applicant

The person or organisation who is seeking the amended plans.

<input type="checkbox"/>	Same as contact. If not, complete the details below.				
Name:					
Organisation (if applicable):					
Postal Address:					
	Postcode:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Owners Consent

Has the owner of the land consented to the proposed change?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Declaration

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 all the information in this application is true and correct; and the owner (if not myself) has been notified of the amendment application.	
Name:	
Signature	Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Lodgement

This form must be signed by the applicant.

Lodge the completed and signed form and all documents with:

For help or more information:

Colac Otway Shire Council By Post: PO Box 283, COLAC VIC 3250 Hand Deliver: 2-6 Rae Street, COLAC VIC 3250 (Planning Department) Email: inq@colacotway.vic.gov.au Telephone: (03) 5232 9400 Fax: (03) 5232 1046
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