Updated 1 July 2026

AMENDMENT OR EXTENSION OF TIME TO A BUILDING PERMIT

Building Permit No: _____

Office Use Only
Fee + GST: $ _____
Receipt Code: Amend: 833
Extn: 834
Receipt No: _____

APPLICANT DETAILS

Applicant:
Postal Address: _____
Phone: _____ Mobile: _____ Email: _____

OWNERSHIP DETAILS ☐ As Above

Owner: _____
Postal Address: _____
Phone: _____ Mobile: _____ Email: _____

PROPERTY DETAILS

Number: _____ Street/Road: _____
Town: _____

☐ EXTENSION OF TIME ($286.00)

I hereby request _____ months to enable completion of the building works. The following work remains outstanding: _____

_____

_____

_____

☐ DETAILS OF AMENDED PLANS ($286.00)

_____

_____

_____

PLANNING PERMIT *(If applicable)*

An amendment to the Planning Permit has been issued / applied for: Yes / No

COST OF ADDITIONAL BUILDING WORK

State the contract price or the estimated cost of the additional works $ _____

(Estimated cost of building work must include cost of labour & materials, attach details of the method of estimation)

DOCUMENTATION PROVIDED

☐ A copy of the amended plans/documentation have been attached.

Signature of owner or agent: _____ Date: _____

DECLARATION: *The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances, however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400*

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