

Office Use Only

Fee:

Receipt Type:

Application No:

Receipt No.:

Application for Written Consent

Please print clearly or complete the form electronically

▲ Privacy Notice: Information collected with this application will only be used to consider and determine the application. It may be made available for public inspection in accordance with section 51 of the *Planning and Environment Act 1987*.

The land

Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

Street Address

Unit No:	St No:	St. Name:
Suburb/Locality:		Postcode:

Formal Land Description

▲ This information can be found on the certificate of title.

Lot No:	Plan No:
OR	
Crown Allotment No:	Section No:
Parish/Township Name:	

Applicant Details

Provide details of the applicant and the owner of the land

Applicant

The person or organisation making the application

Title:	Name:
Organisation (if applicable):	

Unit No:	St. No:	St. Name:
Postal Address		
Suburb/Locality:	State:	Postcode:

Contact Details

Business Phone:	Mobile Phone:
Email:	

Owner

The person or organisation who owns the land

<input type="checkbox"/>	Same as Applicant	
Title:	Name:	
Organisation (if applicable):		
Postal Address		
Unit No:	St. No:	St. Name:
Suburb/Locality:	State:	Postcode:

The Proposal

Describe what your submission/proposal is for

The Restriction (if applicable)

What is the clause/section/part of the applicable restriction

Justification

Provide your justification for not being able to comply with the restriction

Declaration

This form must be signed by the applicant

I declare that I am the applicant and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the Written Consent Application.

Signature:

Date:

Checklist

Have you?

- Filled in the form completely?
- Paid or included the application fee?
- Provided supporting information and documents?
- Signed the declaration above?

Lodgement

Lodge the completed and signed form, the fee and all documents with:

Mail: Colac Otway Shire
PO Box 283
COLAC VIC 3250

Office: 2-6 Rae Street, Colac VIC 3250
Apollo Bay: Information Centre 100 Great Ocean Road, Apollo Bay VIC 3250

Email: inq@colacotway.vic.gov.au

Contact Information
Phone: 03 5232 9400

HOW TO APPLY FOR WRITTEN CONSENT

Completing the Application Form

- The Applicant**
- Give your full name or the name of the company.
 - Give your full postal address and your contact phone number.
- The Owner**
- If the applicant is not the owner, give the owner's name and address.
- The Land**
- Give the street number, street name, town and postcode.
 - If you cannot give this information, then you must give-
 - The lot number and lodged plan number; or
 - The Title particulars; or
 - The Crown Allotment particulars
- The Use / Development**
- You must either:
- Describe fully what you want to do with the land
 - Describe fully the existing use and development on the land.

Supporting Information

You must give full details of your proposal of the Written Consent, and attach supporting documents with your application, which may include:

- Copy of Title (not more than 60 days old) including plan of subdivision and all covenants and Section 173 Agreements.
- Site Plan (minimum A3 size) fully dimensioned and to scale showing outline of building envelope, proposed structure/building indicating encroachment outside building envelope and setbacks from boundaries
- Plans of proposed development, fully dimensioned and to scale (e.g. floor plans and elevations)
- Schedule list of the proposed works and intended use
- Letter from developer (if applicable) stating whether proposal is approved and in accordance with the Estate's Design Guidelines
- Prescribed fee

Note

Please note that Consent may not necessarily be obtained via this process and you may be required to apply for a planning permit to vary or remove a restrictive covenant or a restriction. You should seek advice from your solicitor before lodging this form.