

▶ REQUEST EXTENSION OF TIME TO
PLANNING PERMIT

Application Fee: First Request \$268, Second Request \$400
Third and subsequent requests \$600

Receipt Number: _____

THE APPLICANT:

Name:

Postal Address:..... Postcode:

Tel No: Email:

THE LAND:

Street No: Street/Road Name:.....

Town: Postcode:.....

PERMIT :

Permit No:Date Permit Issued:

What the permit Allows: (as stated on the permit)

.....

EXTENSION REQUESTED - *please tick*

Commencement

*Completion

Certification

*** Evidence must be provided that development has lawfully commenced.**

WHY IS AN EXTENSION OF TIME BEING SOUGHT AND HOW LONG IS REQUESTED?

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

DECLARATION TO BE COMPLETED FOR ALL APPLICATIONS:

Note: By signing this document (or ticking the below box if completing electronically) you are declaring that all the information in this application is true and correct; and the owner (if not yourself) has been notified of this application.

Name:

Date:

Signature.....

Or check box if completing
electronically

HOW TO APPLY FOR AN EXTENSION OF TIME

The application for an extension of time on a planning permit must be made in writing:

- before the permit expires, or
- within 6 months after the permit expires, or
- within 12 months after the permit expires, if the development lawfully commenced before the expiry date and you wish to extend the time to complete the development.

If you submit your request outside these times, Council and the Victorian Civil and Administrative Tribunal (VCAT) cannot extend the permit. A new application for a planning permit must be submitted.

If the space provided on this form does not allow you to provide the information you feel is necessary to explain your reasons for seeking the extension of time then you may attach a more detailed written explanation. If you do not provide sufficient details regarding the reason for seeking the extension of time you may be asked to provide more information. This **WILL DELAY** consideration of your request for an extension of time.

THE APPLICANT

- Give your full name or the name of the company.
- Give your full postal address and your contact phone number

PLANNING PERMIT DETAILS

Record the Planning Permit Number and the File Number in the boxes allocated (This information is located on the top left and top right corners respectively of the Planning Permit). Also provide details of what the permit allows.

THE LAND

Give the street number, street name, town and postcode, and the lot number and lodged plan number or other Title particulars.

REASON FOR SEEKING THE EXTENSION OF TIME

Outline the reason why it is necessary for you to seek an extension of time to the existing planning permit.

FEE FOR SEEKING AN EXTENSION OF TIME TO A PLANNING PERMIT

An **administration fee** (including GST) will be charged where a request for an extension of time is submitted to Council:

Please remember that it is against the law to give false or misleading information.

Privacy Statement

Your application and the personal information on this form is collected by council for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act). If you do not provide your name and address, council will not be able to consider your application. Your application will be available at the council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright. You can request access to your personal information by contacting Councils Governance Department.