**Office Use Only** Application No.: Date Lodged: / /

**Latrobe City Council** Planning Enquiries Phone: 1300 367 700

Web: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au/)

 Clear Form

Application to

**AMEND a VicSmart Permit**

 Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the *Planning and Environment Act 1987.* If you have any concerns, please contact Council's planning department.

 **This form cannot be used to amend a permit issued at the direction of VCAT.**

**Questions marked with an asterisk (\*) are mandatory and must be completed.**

The Land **i**

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

1

**Street Address \***

Postcode:

Suburb/Locality:

St. Name:

St. No.:

Unit No.:

**Formal Land Description \***

B

Plan of Subdivision

Title Plan

Lodged Plan

A

**OR**

Parish/Township Name:

Section No.:

Crown Allotment No.:

No.:

Lot No.:

Complete either A or B.

 This information can be found on the certificate of title.

## If this application relates to more than one address, please click this button and enter relevant details.

Add Address

Planning Permit Details **i**

**What permit is being amended? \***

2

Planning Permit No.:

The Amended Proposal **i**

 You must give full details of the amendment being applied for. Insufficient or unclear information will delay your application.

**What is the amendment being applied for? \***

3

plans endorsed under the permit

other documents endorsed under the permit

This application seeks to amend: what the permit allows

current conditions of the permit

Details:

Provide plans clearly identifying all proposed changes to the endorsed plans, together with; any information required by the planning scheme, requested by Council or outlined in a Council checklist; and if required, include a description of the likely effect of the proposal.

* Indicate the type of changes proposed to the permit.
* List details of the proposed changes.

***If the space provided is insufficient, attach a separate sheet.***

# Development Cost **i**

**Estimate cost of development \***

4

|  |  |  |
| --- | --- | --- |
| Cost of proposed amended development | Cost of the permitted development | Cost difference (+ or -): |
| $ - | $ = | $ |
| Insert 'NA' if no development is proposed by the permit (eg. change of use, subdivision, removal of covenant) You may be required to verify this estimate. |

If the permit allows ***development***, estimate the cost difference between the development allowed by the permit and the development to be allowed by the

amended permit.

# Existing Conditions **i**

No

Yes

Have the conditions of the land changed since the time of the original permit application?

If yes, please provide details of the existing conditions.

Provide a plan of the existing conditions if the conditions have changed since the time of the original permit application. Photos are also helpful.

**Describe how the land is used and developed now \***

5

eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.

# Title Information **i**

6

**Encumbrances on title \***

If you need help about

the title, read: How to complete the Application to Amend a Planning Permit form

Does the proposal breach, in any way, an encumbrance on title such as a restrictrive covenant, section 173 agreement or other obligation such as an easement or building envelope?

Yes. (If 'yes' contact Council for advice on how to proceed before continuing with this application.) No

Not applicable (no such encumbrance applies).

Provide a full, current copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', eg. restrictive covenants.)

Applicant and Owner Details **i**

Provide details of the applicant and the owner of the land.

7

**Applicant \***

**Contact information**

If it is a P.O. Box, enter the details here:

Postal Address:

Same as applicant (if so, go to 'contact information')

**Contact person's details \***

Name:

If it is a P.O. Box, enter the details here:

Postal Address:

Name:

Fax:

Mobile Phone:

Email:

Business Phone:

Postcode:

State:

Suburb/Locality:

St. Name:

St. No.:

Unit No.:

Organisation (if applicable):

Surname:

First Name:

Title:

Postcode:

State:

Suburb/Locality:

St. Name:

St. No.:

Unit No.:

Organisation (if applicable):

Surname:

First Name:

Title:

The person who wants the permit.

*Where the preferred contact person for the application is different from the applicant, provide the details of that person.*

*Please provide at least one contact phone number* ***\****

**Owner \***

dd / mm / yyyy

If it is a P.O. Box, enter the details here:

St. Name:

St. No.:

Postal Address:

Unit No.:

Same as applicant

Name:

Date:

Owner's Signature (Optional):

Postcode:

State:

Suburb/Locality:

Organisation (if applicable):

Surname:

First Name:

Title:

The person or organisation who owns the land

*Where the owner is different from the applicant, provide the details of that person or*

*organisation.*

# Declaration **i**

**This form must be signed by the applicant \***

8

 Remember it is against the law to provide false or misleading information, which could result in a

I declare that I am the applicant; that all the information in this application is true and correct; that

all changes to the permit and plan have been listed as part of the amendment proposal at Question 3 of this form; and that the owner (if not myself) has been notified of the permit application.

dd / mm / yyyy

Date:

Signature:

heavy fine and cancellation of the permit.

# Need help with the Application? **i**

If you need help to complete this form, read How to complete the Application to Amend a Planning Permit Form or contact Council's planning department. General information about the planning process is available at [www.dpcd.vic.gov.au/planning](http://www.dpcd.vic.gov.au/planning)

Contact Council's planning department to discuss the specific requirements for this application and obtain a checklist. Insufficient or unclear information may delay your application.

**Has there been a**

9

No Yes

**pre-application meeting with a council planning officer?**

Checklist **i**

**Have you:**

10

Filled in the form completely?

Paid or included the application fee?

Attached all necessary supporting information and documents? Completed the relevant council planning permit checklist?

Signed the declaration (section 8)?

Most applications require a fee to be paid. Contact Council to determine the appropriate fee.

Lodgement **i**

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

**Latrobe City Council**

**Contact information:**

Telephone: 1300 367 700

Fax: 61 03 51285672

Email: latrobe@latrobe.vic.gov.au TTY: 5135 8322

DX: 217733

**Deliver application in person, by fax, or by post:**

Make sure you deliver any required supporting information and necessary payment when you deliver this form to the above mentioned address. This is usually your local council but can sometimes be the Minister for Planning or another body.

Print Form

**Save Form:**

You can save this application form to your computer to complete or review later or email it to others to complete relevant sections.

Save Form To Your Computer