



City of
KINGSTON

Planning Enquiries
Phone: 9581 4131
Web: www.kingston.vic.gov.au
Email: info@kingston.vic.gov.au

Application to Amend a Planning Permit VIA Section 72.

THIS FORM **CAN** BE USED TO AMEND
PLANS, CONDITIONS AND/OR THE
PREAMBLE ON A PLANNING PERMIT.

If you need help to complete this form, read [How to Complete the Amend an Application for Planning Permit Form](#)

Please note questions marked with an (*) are mandatory and must be completed

1. 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:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb:		Postcode:
<input type="text"/>		<input type="text"/>

Formal Land Description *

Complete either A or B.
This information can be
found on the certificate
of title

A

Lot No.:

On Lodged Plan, Title Plan or Plan of Subdivision No:

OR

B

Crown Allotment No.:

Section No.:

Parish/Township Name:

2. Planning Permit Details

Plans/documents
for which permit
are being
amended? *

Planning Permit No.:

3. Development Costs

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.*

Cost of Proposed Amended Dev	-	Cost of Permitted Development	=	Cost Difference (+ or -)
\$ <input type="text"/>		\$ <input type="text"/>		\$ <input type="text"/>

4. The Amended Proposal

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? *

Indicate the type of changes proposed to the plans/documents.

- What the permit allows
- Plans endorsed under the permit
- Current conditions of the permit
- Other documents endorsed under the permit

List details of the proposed changes.

If the space provided is insufficient, attach a separate sheet

Details:

Provide a sets of 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 the Council checklist; and include a description of the likely effect of the proposal

5. Existing Conditions

Describe how the land is used and developed now? *

Eg. Vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats.

Have the conditions of the land changed since the time for the original permit application? Yes No

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 helpful.

6. Title Information

Encumbrances on title?*

Does the proposal breach, in any way, an encumbrance on title such as a restrictive 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.)

7. Applicant and Owner Details

Provide details of the applicant and owner of the land.

Applicant*

The person who will receive the amendment.

Name:		
Title:	First Name:	Surname:
Organisation:		
Postal Address:		If it is a PO Box, enter the details here:
Unit No.:	St No.:	St Name:
Suburb:	State:	Postcode:

Contact*

The person you want council to communicate with about the application.

Name:		Same as applicant <input type="checkbox"/>
Title:	First Name:	Surname:
Organisation:		
Postal Address:		If it is a PO Box, enter the details here:
Unit No.:	St No.:	St Name:
Suburb:	State:	Postcode:

Contact Information

Please provide at least one contact phone number *

Business Phone:	Email:
Mobile Phone:	Fax:

Owner*

The person or organisation who owns the land.

Where the owner is different from the applicant or contact provide the name of the person or organisation who owns the land.

Name:		Same as applicant <input type="checkbox"/>
Title:	First Name:	Surname:
Organisation:		
Postal Address:		If it is a PO Box, enter the details here:
Unit No.:	St No.:	St Name:
Suburb:	State:	Postcode:
Owners Signature (optional):		Date: dd/mm/yyyy

8. Declaration

This form must be signed by the applicant *

Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

<input type="checkbox"/>	I declare that all the information in this application is true and correct and the owner (if not myself) has been advised of the permit application.
Signature	Date: dd/mm/yyyy

9. Need help with the Application?

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

If you need help to complete this form, please read [.How to Complete the Amend an Application for Planning Permit Form](#)

General information about the planning process is available at <http://www.dpcd.vic.gov.au/planning>

Has there been a pre-application meeting with a council planning officer?

No

If 'yes', with whom?:

Yes

Date:

dd/mm/yyyy

10. Information checklist

11. Have you:

Filled in the form completely?

Paid or included the application fee? (Contact council to determine the appropriate fee).

Email all necessary supporting information and documents to info@kingston.vic.gov.au

11. Lodgement

Lodge the completed and signed form and all documents with:

Email: info@kingston.vic.gov.au

Council Name: City Of Kingston

Council Address: 1230 Nepean Highway, Cheltenham

Council Address: PO Box 1000, Mentone, Victoria, 3194

For help or more information

Telephone: 9581 4131

Fax: 03 9581 4500

Email: info@kingston.vic.gov.au

Privacy Notice

Information submitted as part of this application will be used by Council to assess your application for the amendment of a planning permit in accordance with the Planning and Environment Act 1987 and for related municipal purposes. Information will be included in a public register of planning applications and may be disclosed to external consultants and to referral authorities in order to assess your application, and to other external parties as required by law.

All planning applications are available for public inspection at Council's offices during the assessment period and until the end of the latest period during which an application for a review may be made. During the assessment period information from this application will be available on Council's website as part of Advertising Documentation and may be available at public meetings.

The applicant may request a copy of their application from Council's Planning Team at any time. If you fail to provide all or part of the information required Council will get in touch with the nominated contact on this form to request further information. For further information contact Council's Planning Department on 9581 4131.

AMEX / MASTERCARD / VISA AUTHORISATION

CREDIT CARD. Your signature below is an authority for Council to issue a sales voucher for the amount shown below as your payment for this account.

CREDIT CARD NUMBER

□□□□□□□□□□□□□□□□

Please tick appropriate box

VISA MASTERCARD AMEX

Card Expiry Date: _____

Amount \$ _____

Card Holder's Name:

Card Holder's Signature: _____

Date: _____