



City of  
**KINGSTON**

**Planning Enquiries**

Phone: 9581 4131

Email: [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au)

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

# Application for an Extension of Time to a Planning Permit

Use this form to apply to extend a planning permit where either works have not commenced or cannot be completed within the time specified by the planning permit or where a use has not commenced within the time specified by the planning permit. This extension is pursuant to Section 69 of the *Planning and Environment Act 1987*.

An application cannot be accepted without a completed application form, and the lodgement fee.

**Note: Council cannot extend a Planning Permit if a request is lodged outside the time prescribed under Section 69 of the *Planning and Environment Act. 1987***

## The Land

Please provide the address of the land.

Unit No.:	St No.:	St Name:
Suburb:		Postcode:
Lot/Plan of Subdivision:		

## The Planning Permit

What is the reference number of the Planning Permit Application that you are seeking to extend?

Planning Permit Application No. <b>KP-</b>
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## Status of the Project

Please provide information relating to the use &/or the stage of the development, including evidence, such as:

*Building Permit;  
Photographs.*

Use &/or Works have not commenced	<input type="checkbox"/>	Likely commencement date:
Or		/ /
Works have commenced but have not been completed		
Date Works commenced	Date Works stopped (if applicable)	
The works that have been undertaken to date consist of :		

## Previous Extensions to the permit

How many extensions to this permit have previously been approved, if any?:
How many months / years are you seeking the extension for?:

## Reasons for Extension

insufficient in commencing the use &/or commencing or completing development and what factors have delayed the process.


*Attach a supplementary page if more room is required.*

## Applicant Details

The Person or organisation you want Council to communicate with regarding the application to extend the permit.

Please provide at least one contact phone number

Name:		
Title:	First Name:	Surname:
Organisation:		
Postal Address:		
Unit No.:	St No.:	St Name:
Suburb:	State:	Postcode:
Business Phone:		Email:
Mobile Phone:		Fax:

## Owner Details

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:			
Unit No.:	St No.:	St Name:	
Suburb:	State:	Postcode:	
Business Phone:		Email:	
Mobile Phone:		Fax:	

## Declaration

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"/>	<b>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.</b>
Signature	Date: <input type="text"/>
	dd/mm/yyyy

## Lodgement

Lodge the completed and signed form and all documents with:

Email : [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au)

**City Of Kingston**  
1230 Nepean Highway, Cheltenham  
PO Box 1000, Mentone, Victoria, 3194

For help or more information  
Telephone: 9581 4131

## Privacy Notice

Your application and the personal information on this form is collected by the City of Kingston for the purpose of the *Planning and Environment Act 1987 (PE Act)*. If you do not provide your name and address, the City of Kingston will not be able to consider your application. Your application will be available at the City of Kingston 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. Personal Information includes;

- The name, address or contact details of any third party
- Photographs of a third party or their property
- A third party's opinion about the planning application or related issue

If you have any concerns or wish to request access to your personal information please contact Council's Planning Department on 9581 4131.

## PAYMENT FORM FOR PLANNING EXTENSION OF TIME

*Please return this form with payment and ensure the form is completely filled out prior to obtaining a receipt.*

Applicant's Name: \_\_\_\_\_

Applicant's Postal Address: \_\_\_\_\_

**Subject Property Address:**

Number: \_\_\_\_\_ Street/Road: \_\_\_\_\_

Suburb: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Description of Works:**

Description: PLANNING EXTENSION OF TIME

***For office use only***

APPLICATION NUMBER	APPLICATION TYPE	AMOUNT	RECEIPT NO.
KP /	Extension of Time - Planning	\$565.00 each	

### 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**

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
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Please tick appropriate box

VISA       MASTERCARD       AMEX

Card Expiry Date: \_\_\_\_\_

Amount \$ 565.00

Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_