



City of  
**KINGSTON**

**Planning Enquiries**

Phone: (03) 9581 4131

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

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

# Application to Amend endorsed plans via secondary consent

THIS FORM **MUST NOT** BE USED TO AMEND PLANNING PERMIT CONDITIONS OR THE PREAMBLE OR TO MAKE CHANGES TO ENDORSED PLANS THAT CONTRAVENE THE PLANNING PERMIT CONDITIONS AND/OR PREAMBLE.



**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.



**Need Help?** - If you need help to complete this form, read: *How to complete the application for planning permit form* available at [www.kingston.vic.gov.au/planning](http://www.kingston.vic.gov.au/planning)



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

## 1. Retrospective application

Is this a retrospective amended planning permit application? (e.g. works already completed, existing changes and/or lodged due to planning compliance investigation)

Yes  No

## 2. 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.  Lodged Plan  Title Plan  Plan of Subdivision

Plan of Subdivision No.:

**OR**

**B**  Crown Allotment No.:  Section No.:

Parish/Township Name:

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### 3. Planning permit details

**What plans/documents area being amended? \***

Planning Permit No.:

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### 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.

List details of the proposed changes.

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

Details:

Provide a sets of amended plans to scale that clearly identify all proposed changes, together with any information required by the planning scheme and/or outlined in the Council checklist.

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### 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 of the original planning 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.

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### 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 wants 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"/>	<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: dd/mm/yyyy

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## 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.

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

No

If 'yes', with whom?:

Yes

Date:

dd/mm/yyyy

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## 10. Information checklist

Have you:

Filled in the form completely?

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

Copy of Full Title, no older than 3 months

**Attached** all necessary supporting information and documents?

Signed the declaration (section 8)?

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## 11. Lodgement

Lodge the completed and signed form and all documents with:

### Email

info@kingston.vic.gov.au

### By Post

City Development

Kingston City Council

PO Box 1000, Mentone, VIC 3194

### In Person

1230 Nepean Highway, Cheltenham VIC 3194

### Contact Information

T (03) 9581 4131

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

# PAYMENT FORM FOR PLANNING ENQUIRY

*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 – SECONDARY CONSENT

***For office use only***

APPLICATION NUMBER	APPLICATION TYPE	AMOUNT	RECEIPT NO.
KP /	Planning –Secondary Consent	\$565.00 each	
KP /	Planning –Secondary Consent (Retrospective)	\$720.00 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**

Please tick appropriate box

VISA       MASTERCARD       AMEX

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

Amount \$ \_\_\_\_\_

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

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

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