



City of
KINGSTON

Application to Amend endorsed plans via secondary consent

Planning Enquiries

Phone: (03) 9581 4131

Web: www.kingston.vic.gov.au

Email: info@kingston.vic.gov.au

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.



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

Disclosure Statement – Privacy Collection Notice

Planning permit applications

Planning and Environment Act 1987

Kingston City Council (**Council**) is committed to protecting your right to privacy. The personal information requested on this form is being collected by Council in accordance with the *Planning and Environment Act 1987 (Act)* and *Privacy and Data Protection Act 2014*.

Purpose of collection

The personal information requested on this form is being collected by Council for the purpose of processing your planning permit application as set out in the Act. The personal information will be used by Council for that primary purpose and for related municipal purposes.

If you do not provide your personal information, Council will be unable to process your application.

Disclosure

Council may disclose this information to neighbouring property owners and/or occupiers and parties who may have an interest in the application, such as referral authorities and external consultants. Council is required to keep a public register containing certain information relating to planning permit applications.

Council must make a copy of this application and supporting documentation available in accordance with the 'public availability requirements' under s 51(1) of the Act. This means that Council can make a copy of your application and supporting documentation available for any person to inspect:

- free of charge at Council's office under s197B; or
- on Council's website under s197C of the Act and on request at Council's office under s197D of the Act, free of charge.

Council may also provide a copy of your application to relevant third parties via email or post, and it may be made available at public meetings.

Council will not otherwise disclose your personal information unless you have provided consent to the disclosure.

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.

Council is required to receive your consent before it publishes any personal information contained in the application on Council's website under s197F of the Act. This also includes the public register under s197G of the Act. Council is permitted to publish the property address that is the subject of the application.

Access to and correction of your personal information

For more information about the public availability requirements, you can contact Council's Planning Department on 9581 4131.

Please tick this box if you consent to the publication of your personal information on Council's website:

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:

3. Planning permit details

What plans/documents area being amended? *

Planning Permit No.:

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.

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.

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"/>	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.

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

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)?

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

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	\$618.00 each	
KP /	Planning –Secondary Consent (Retrospective)	\$788.00 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: _____