



Application to end or amend an agreement.

Use this form to:

- End, amend or end in part a Section 173 Agreement listed on the Certificate of Title; under section 178A of the *Planning and Environment Act 1987* and to provide the information required by regulation 53A of the *Planning and Environment Regulation 2015*.

If you need help to complete this form or to discuss the specific requirements of this application please contact the Planning Department on 9580 4131. Insufficient or unclear information may delay your application

Planning Enquiries

Phone: 9581 4131

Web: www.kingston.vic.gov.au

Email: info@kingston.vic.gov.au

When using this method of lodgement you have not consented to the publication of personal information on Council's website.

On 23 March 2021, the *Planning and Environment Act 1987* (the Act) was amended to allow Council's to make electronically available certain information for planning permit applications. This amendment seeks to formalise the arrangements previously in place under the *COVID-19*

Omnibus (Emergency Measures) Act 2020. The new provisions in the Act apply to:

- Registers of prescribed information kept by responsible authorities; and
- Documents associated with permit applications, objections and permits issued.

The amendment imposes additional requirements on how personal information is managed when planning permit documents are made available electronically. Sections 197F and 197G of the Act now requires that Council must not make electronically available any personal information about an individual without their consent. This means that Council can no longer include any personal information on its website as part of the advertising of your application.

You are therefore requested to provide the following:

- A redacted copy of your application (this includes all plans, reports and any other supporting documents) that removes any personal details. A clean (unredacted) copy of the documents must still be provided as well.

Personal information is defined in the Act as:

Personal information means information or an opinion (including information or an opinion forming part of a database), that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion, but does not include information of a kind to which the Health Records Act 2001 applies

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:
Suburb:		Postcode:

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 Application Details (If Applicable)

**Planning
Application
number?**

(Referred to within the
Agreement registered on
the Certificate of Title)

If Not Applicable write N/A

Planning Application No.:

KP

3. Agreement Number.

**State the
agreement
registration
number as
detailed on the
Certificate of
Title.* ***

Costs

\$

Write 'NIL' if the cost difference is \$0.00

Write 'N/A' if the permit does not allow development

You may be required to verify this estimate.

4. Details of the proposal:

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

Please tick the type of proposal you are applying for:

☐ Application to Amend an agreement (Refer to Section 5)

☐ Application to END an agreement (Refer to Section 6)

5. Details of proposed amendment to agreement:

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

Indicate the type of changes
proposed to agreement.

**Why is the
amendment
required?**

State the purpose of the
proposed change.

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

**Are there any
changes to
circumstances that
necessitates the
proposed
amendment?**

If NO, please write N/A

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

Details:

Reasons:

Reasons:

6. Details of proposed ending to an agreement:

Clearly describe the parts of the agreement proposed to be amended

Details:

Why is the agreement no longer required?

Details:

7. Applicant and Owner Details

Provide details of the applicant and owner of the land.

Applicant*

The person who will receive the permit.

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.

Same as applicant ☐

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 Information

Please provide at least one contact phone number *

Business Phone:

Email:

Mobile Phone:

Fax:

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.

☐

I declare that all the information in this application is true and correct and the owner (if not myself) has been advised of the amended permit application.

Signature

Date:

dd/mm/yyyy

9. Information checklist

Have you:

- ☐ Filled in the form completely?
- ☐ Paid or included the application fee? (Contact council to determine the appropriate fee).
- ☐ **Provided two copies of all necessary supporting information, plans and documents. On copy in full, the other copy redacting all personal information.**
- ☐ **Email** all necessary supporting information and documents to info@kingston.vic.gov.au

10. Lodgement

Lodge the completed and signed form and all documents with:

Email: info@kingston.vic.gov.au
Council Name: Kingston City Council
Council Address: Level 1, 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.

If a planning permit is granted, the permit and any endorsed plans or documents under the permit continue to be available for public inspection including on Councils website on a permanent basis and may also be used by Council for related purposes.

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.

I AGREE TO THE ABOVE STATEMENT

☐

Attachment to Application to amend a Planning Permit Application currently under assessment

ADDRESS OF PROPERTY

APPLICANT'S NAME

Phone No. Mobile No. Fax No.....

Mail payments to:
Kingston City Council
PO Box 1000
MENTONE VIC 3194

FAX: 9581 4500

Email: info@kingston.vic.gov.au

AMEX/MASTERCARD/VISA AUTHORISATION

CREDITCARD. 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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MASTERCARD ☐

Card Expiry Date

VISA ☐

AMOUNT: \$768.50

CARDHOLDER'S NAME

CARDHOLDER'S SIGNATURE