



SECONDARY CONSENT Request Form

Typically a planning permit will contain the following condition:

The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

This condition allows for minor modifications to the endorsed plans, subject to the written consent of the Responsible Authority, commonly known as secondary consent. The owner or occupier may request a secondary consent where changes are proposed to the plans only.

Please Note: a secondary consent is not approved automatically as Council must consider a range of criteria, including whether the proposed changes conflict with the permit preamble or conditions, would be beyond the ambit of discretion of the original approval or would potentially cause material detriment and require advertising. In such cases the secondary consent process may not be used – an Application to Amend a Planning Permit should be made to Council under section 72 of the Act (if the permit was issued by Council) or to the Tribunal under Section 87A (if the permit was issued by VCAT).

Original Planning Permit	
Permit Number:	Date Issued:
Address of the Land:	
Have works commenced under this permit?: <i>(if yes, please provide evidence of commencement)</i>	
The Applicant	
Name:	Organisation:
Address:	
Postcode:	
Contact Phone Number (business hours):	
Are you the owner of the land? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the occupier of the land? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you paid, or included with your application the correct application fee? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please refer to the City of Port Phillip Planning & Building Fee Schedule for more information)</i>	
Have you provided 3 sets of plans with the changes clearly highlighted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Secondary Consent Details	
Pursuant to Condition _____ of Planning Permit No. _____, I propose the following changes which are clearly highlighted on the plans:	
<small>Privacy Notification: The personal information requested on this form is being collected by Council for the purposes of enabling you to apply for a Secondary Consent. The personal information will be used solely by Council for this primary purpose or directly related purposes. The applicant understands that the personal information provided is for these purposes. Under some circumstances the personal information disclosed will be made available to the public, as required by the Planning and Environment Act 1987 or other legislation. Your decision not to provide your personal information will impede our ability to engage with you regarding this application.</small>	

Our enquiries counter at the St Kilda Town Hall is open at the following times:
 8.30am – 6.00pm Monday only
 8.30am – 5.00pm Tuesday to Friday