



Re-submission of plans or documents to comply with permit conditions

What you need to do



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



Submit application

This form and supporting documents must be submitted via email to planhelp@portphillip.vic.gov.au



What comes next

You will receive an invoice to pay if additional fees apply. A preliminary assessment will be conducted within 14 business days.

Read before starting

Please clearly indicate on the submitted plans or documents how the requirements of the planning permit condition/s have been complied with to avoid being asked to provide more information, which can unnecessarily delay the process **and incur additional fees**.

Any amendments included on the plans/documents other than those required by (or as a direct consequence of) the planning permit conditions cannot be approved.

Please refer to information on our website about **Section 72 – Amend an approved Planning Permit and Secondary Consent** processes relating to any amendments to endorsed plans not required by a condition of the permit.

1 Declaration

☐

I am the applicant; and that all the information in this application is true and correct.

☐

I declare that the only amendments made are those required by the permit condition/s

☐

I have provided all necessary supporting information and documents.

2 Applicant details - person who wants the permit

First and last name

Organisation (if available)

Residential or postal address

Best phone number to contact you on

Email

Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by the City of Port Phillip for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and they may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer by calling ASSIST on 9209 6777.

3 The amendments

Permit application number

Date issued

Address of the land

Changes to meet permit conditions

 **Attachment/details required.** Please provide full details of the proposed amendments required by the planning permit condition/s and highlight the amendments on the submitted plans or documents. Where drawings (plans) are required they must be A3 size, include a north arrow (not required on elevations), be fully dimensioned and to scale (eg. 1:100 @ A3), and include a scale bar. Insufficient or unclear information will delay your application.

Who is the Responsible authority for this permit?

- ☐ City of Port Phillip
- ☐ Minister for Planning

Is this your first submission of condition plans for this permit? (Fees will apply to subsequent condition plan submissions)*

- ☐ Yes
- ☐ No

Has the commencement expired? If YES you will need to ensure that you have applied for an Extension of Time before submitting this application

- ☐ Yes
- ☐ No

Office use only

Application
numberDate
lodged

For further information or a large print version

 ASSIST 03 9209 6777  portphillip.vic.gov.au/planning-and-building  planhelp@portphillip.vic.gov.au