



Extension of time request

What you need to do



Complete the form

Make sure all sections are complete.



Provide supporting documents

Make sure 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

Once your application is processed you will receive an invoice for payment.

Read before starting

The owner or occupier may request an extension of time in the following circumstances:

- Before the permit expires or within six months afterwards, where the use or development allowed by the permit has not yet started.
- Within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

If approved, an extension of time is usually granted for a period of one year, except in exceptional circumstances.

Please note that an extension of time is not approved automatically as Council must consider a range of criteria, including whether or not a permit would be granted if the proposal was assessed under current planning controls.

Further information

portphillip.vic.gov.au/planning-and-building

1 Declaration

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

2 Applicant details

First and last name

Organisation (if applicable)

Residential or postal address

Your status on the land?

Owner

Occupier

Both

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 Time extension details

Planning permit application number

Date of issue

Reasons for request

To commence the development/use

To complete the development.

If to complete the development, what date did the development commence?

Length of extension requested (years)



 **Attachment/details required.** Please provide full details of your request and attach any additional documents. Insufficient or unclear information will delay your application.

Office use only

Application number

Date 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