

Office Use Only

Application No: _____

Date Lodged: / /

Is this the right form for me?

Use this form to apply for minor amendments to the plans endorsed under a planning permit where a condition of permit allows the plans to be amended with the consent of the Responsible Authority. This form must be accompanied by the appropriate application fee, documents & plans. [You can login to Council's Online Services to apply and pay online.](#)

Contact Details:

If you are not the owner of the land, you must have consent to act on their behalf.

Please provide details of the person you want Council to communicate with about the application.

Name:	
Organisation:	
Postal Address:	
Postcode:	

Contact phone:
Mobile phone:
Email:

The land:

Address of the land the Planning Permit was issued against:

Unit No:	Street No:
Street Name:	
Suburb:	Postcode:

Provide details of the Planning Permit:

The condition allowing consent allows you to make changes to the plans with the consent of the Responsible Authority.

Planning Permit No:	Date of Issue:
What the Permit allows:	
Condition of Permit allowing for consent:	

Amendment sought:

List the changes sought to the plans (attach additional page/s if there is insufficient room). This application must be accompanied with a copy of all plans that are affected by the requested amendment/s. The plan/s must be identical to those previously endorsed under the Planning Permit except for the amendment/s proposed.

Reason/s for the amendment/s:

Why are the amendments being made to the plans?

(Attach an additional page or cover letter if there is insufficient room.)

Declaration:

This form must be signed by the person making the request.

Remember it is against the law to provide false or misleading information, which could result in a fine.

I declare that all the information in this application is true and correct:

<input type="checkbox"/> I am the owner of the land
<input type="checkbox"/> I am an agent acting on behalf of the owner of the land with their consent

Name:

Signature:

Date	D	D	/	M	M	/	Y	Y	Y	Y
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Lodgment & Fees:

You can submit and pay for your application online, or send us this completed form, along with payment and your amended plans.

Online

A Secondary Consent Application can be submitted electronically through Council's Online Services portal. This will save you time and money, as you won't need to print out any plans and documents and you can pay your application fees online. Visit www.knox.vic.gov.au/planning

In Person/by mail

Payment for this request can be sent to us via the mail with a cheque or you can pay in person via any means at Council's Civic Centre at 511 Burwood Hwy, Wantirna South.

Council opening hours are 8:30am until 5:00pm, Monday to Friday.

Privacy Statement

The personal information requested on this form is being collected by Knox City Council (Council) for the purpose of assessing your application under the Planning and Environment Act 1987. Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties for the purpose of enabling consideration and review as part of a planning process under the Planning and Environment Act 1987. The personal information will be used by Council for that primary purpose or directly related secondary purposes. The information may also be used to update Council databases to assist Council in discharging its functions or providing services. If the information is not collected, your application can not be processed. Requests for access to and/or amendment of personal information should be made to Council's Chief Privacy Officer.