



# Application to Amend a Planning Permit Under Section 72

An application to amend a planning permit under Section 72 of the *Planning and Environment Act 1987* and to provide the information required by Regulation 16 of the *Planning and Environment Regulations 2005*.

Supplementary information requested in this form should be provided as an attachment.

Privacy notice – All information collected as part of this permit application will be available for public inspection in accordance with Section 51 of the *Planning and Environment Act 1987*. If you fail to provide this information, your application may not be processed. The information collected about you as part of the planning permit process will be made available at your request

## This application

Seeks to Amend:

what the permit allows

plans endorsed under the permit

current conditions of the permit

other documents endorsed under the permit

Why is the amendment required?  
State the reasons for the change.

**Note!** Amending Plans: All changes to the original permit should be clearly indicated.  
Plans must not display any previous endorsement stamps

## 1. Planning permit reference

Please provide the original planning permit number

P

## 2. The land

And the address of the land

Street No:	Street Name:		
Lot No:	On LP/PS No:		
Township:		Postcode:	

## 3. Existing conditions

Describe how the land is used and developed now

E.g. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing

**Note:** Provide a plan of the existing conditions if the conditions have changed since the time of the original permit application. Photos are also helpful.

Have the conditions of the land changed since the time of the original permit application?

Yes

No

If yes, please provide details of the existing conditions:

Have the works commenced: YES / NO

## 4. Applicant and owner details

Provide details of the applicant, contact and owner of the land

### Applicant

Name:	
Organisation:	
Postal Address:	
Postcode:	
Contact phone:	Mobile Phone:
Email:	

### Applicant Contact

The person you want council to communicate with about the application

(only complete if different from above)

Name:	
Organisation:	
Postal Address:	
Postcode:	
Contact phone:	Mobile Phone:
Email:	

### Owner

The person or organisation who owns the land.

Same as applicant

Where the owner is different from the applicant, please provide the name of the person or organisation who owns the land:

Name:
Organisation (if applicable):

## 5. Development cost

If the permit allows development, estimate the cost difference between the development allowed by the permit and the development to be allowed by the amended permit.

Cost of proposed amended development		Cost of permitted development		Cost difference (+ or -)
\$ <input type="text"/>	-	\$ <input type="text"/>	=	\$ <input type="text"/>
Write 'NIL' if you intend to change the use in an existing building on the land				
<b>Note:</b> You may be required to verify this estimate				

## 6. Title Information

Encumbrances on title\*

### Check on title information:

Covenants, section 173 agreements and other restrictions are identified on the certificate of title.

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, a section 173 Agreement or other obligation such as easements or building envelope?

- Yes – if 'yes' contact Council for advice on how to proceed before continuing
- No
- Not applicable (*no such encumbrance applies*)

\*Provide a full, current copy of the title (**no more than three months old**) for each individual parcel of land forming the subject site. (The title includes: the covering "registered search statement", the title plan of subdivision and the associated title documents, known as 'instruments', e.g. restrictive covenants).

## 7. Checklist and Declaration

Have you...

- Filled in the form completely (including the title information)?
- Attached all necessary supporting information and documents?
  - A full, current copy of title information (no less than three months old ) for each land parcel of land forming the subject site
  - Amended plans showing the layout and details of the proposal
  - If required, a description of the likely effect of the proposal (e.g. traffic, noise, environmental impacts)
- Attach additional information providing details of the proposal, including:  
Any information required by the planning scheme, or requested by council
- Paid or included the application fee? (see the Planning Services – Fee Schedule)
- Completed the relevant Council permit checklist? (please refer to Council's website for relevant application checklists)
- Signed the declaration?

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

Name:

**I am the (tick all that apply):**

- Owner
- Applicant / Applicant Contact

Signature:

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	2	0	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	---	----------------------	----------------------	---	---	---	----------------------	----------------------

**This form must be signed**

**Remember!** It is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

## Lodgement

Lodge a copy of the completed signed form and all documents:

**Email:** [planning@mornpen.vic.gov.au](mailto:planning@mornpen.vic.gov.au) (preferred option)

**Mail:**

Mornington Peninsula Shire, Private Bag 1000, Rosebud, 3939

**In Person:**

The Planning Services unit is located at the Mornington Office, Queen Street, Mornington.  
You can also lodge your application, with Councils Customer Service Staff, at the following offices;  
Rosebud Office: Besgrove Street, Rosebud  
Hastings Office: Marine Parade, Hastings

**Payment:**

**Pay online** via the website: [Payment of a Section 72 Amendment to Permit](#)  
[www.mornpen.vic.gov.au](http://www.mornpen.vic.gov.au) / Pay Online / Planning / Section 72 Amendment to Permit

**In person** at any of the above offices

**For help or more information**

**Telephone:** Planning Support (03) 5950 1010

**Website:** [www.mornpen.vic.gov.au](http://www.mornpen.vic.gov.au)