



# Application to Amend a Planning Application

Use this form to:

- Amend a current planning application; or
- Amend a current planning permit amendment application

under Section 50 and Section 57A 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

## Council help with the application

Contact council on (03) 5950 1010 to discuss the specific requirements for this application and obtain a planning permit checklist. Insufficient or unclear information may delay your application.

## 1. Applicant details

Provide details of the applicant and contact (if applicable)

### Applicant

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

## 2. Planning application reference

Please provide the current planning application number

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## 3. The land

Address of the land

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

## 4. The amended proposal

Provide details of the amendment/s to the application

What is the amendment being applied for?

Describe the changes proposed to the application including any changes to the plans or to any other documents included in the application.

Why is the amendment required?

State the reasons for the change.

## 5. Costs of buildings and works / permit fee

State the **cost** of the works with respect to the **proposed changes only**.

Cost \$

Write 'NIL' if the cost difference is \$0.00

Write 'N/A' if the permit does not allow development

**! Note** You may be required to verify this estimate.

## 6. Title information

Covenants and other restrictions 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, the registered covenant, section 173 agreement or restriction on title?

**No**

**Yes** - Contact council for advice on how to proceed before continuing with this amendment

## 7. Information checklist

Have you...

Filled in the form completely?

Paid or included the application fee? (Contact council to determine the appropriate fee).

 **Attached** all necessary supporting information and documents e.g. 1 set of plans outlining changes

## 8. Declaration

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.

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

Name:

I am the: (tick all that apply)

Owner

Applicant / Applicant Contact

Signature:

Date:

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## Lodgement

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

### Lodgement:

Preferred method of lodgement is via our [online lodgement portal](#) or via email to [planning@mornpen.vic.gov.au](mailto:planning@mornpen.vic.gov.au)

Applications can also be mailed to Mornington Peninsula Shire, Private Bag 1000, Rosebud, 3939; or lodged in person at one of Council's offices located in Mornington, Rosebud or Hastings.

**Payment:** [Pay online](#) via our website or in person at any of the above offices.

For help or more information:

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

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

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