

Request to

# Amend an application for a planning permit



Merri-bek  
City Council

This is a request to amend an application for a permit, including the description of the proposal or the description of the land or any plans or documents accompanying the application, pursuant to Sections 50 or 57A of the *Planning and Environment Act 1987*.

## Tell us about the existing application for a planning permit

Address of land

Application number

Has the application been advertised?  Yes  No

- If **no**, there is **no fee** for the requested amendment, under **Section 50** of the Act.
- If **yes**, there is a **fee** for the requested amendment, under **Section 57(3)A** of the Act. Go to [www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-fees](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-fees) to calculate your fee or to lodge your application online.

## Are there any encumbrances on the title?

Is the land affected by an encumbrance such as a restrictive covenant, section 173 agreement or other obligation on title such as an easement or building envelope?  Yes  No

- If **yes**, attach a copy of the document (instrument) specifying the details of the encumbrance.

Does the proposed amendment breach, in any way, the encumbrance on the title?  Yes  No

- If **yes**, contact council for advice on how to proceed before continuing with this application.

## Applicant details

Given name

Family name

Company (optional)

Email

Phone

Postal address

Is the applicant the land owner?  Yes  No

- If the applicant is **not** the land owner, has the applicant notified the land owner of this request to amend the application for a planning permit?  Yes  No

## Description of the amendment(s)

List all individual changes.

## Submission checklist

-  Ensure you have attached the following:
- A copy of the document (instrument) specifying the details of any encumbrance (as relevant).
  - A copy of the plans with all amendments clearly indicated.
  - Payment: see [www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-fees](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-fees) for fees required or to lodge online.

## Signature and declaration

I declare that all the information in this request is true and correct; both through the description of the amendments on this form and the highlighting of all amendments on the attached plans; that there are no other amendments to the plans which have not been described and highlighted and that the owner(s) (if not myself) has been notified of this request for an amendment to the application for a planning permit.

Signature			
Name		Date	

## For more information & lodgement



**Online** visit [www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning) for more information and to lodge your application online.



**Mail** your application and payment to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.



**Visit** the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.



**Call** Merri-bek City Council on 9240 1111.

## Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*. The personal information requested on this form is being collected by Merri-bek City Council to consider and determine this application and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). Personal information disclosed in this application may be made available for public inspection including on Council's public website whilst the application is being determined, in accordance with the *Planning & Environment Act 1987*. If a planning permit is granted, the permit and any endorsed plans or documents under the permit continue to be available for public inspection including on Council's website permanently and may also be used by Council for related purposes. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided in your application, this may result in the application not being accepted, lapsing or being refused. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at [Privacyofficer@merri-bek.vic.gov.au](mailto:Privacyofficer@merri-bek.vic.gov.au).

PLEASE NOTE: Information associated with this application might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further Council may use your electronic details for other Council communication.

### Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	<b>National Relay Service:</b>		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751	13 36 77 or <a href="http://relayservice.com.au">relayservice.com.au</a>		