



Amendment to a submitted application (prior to advertising)

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

Read before starting

Use this form to amend your planning permit application after you have lodged it with Council, but before Council has instructed you how the application is to be advertised to affected properties.

Amendments may relate to:

- The use or development mentioned in the application
- The description of the land to which the application applies
- Any plans and other documents forming part of or accompanying the application.

Full details of the amendments, including clearly highlighted changes to plans, are required to prevent delays caused by needing more information.

1 Declaration

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

The owner (if not myself) has been notified

I have provided all necessary supporting information and documents.

2 Land details

Unit number Number Street name

Suburb / locality

Postcode

Privacy policy

The City of Port Phillip is committed to protecting personal information provided by you in accordance with the principles of the Victoria privacy laws. The information you provide will be used for the following purposes:

- correspond with you about your permit application
- if necessary, notify affected parties who may wish to inspect your application so that they can respond - this may be a notice onsite, in a newspaper and/or by post

- if necessary, forward your application to a referral authority who must also keep a register available for inspection by any person

The information you provide will be made available to:

- any person who may wish to inspect your application until the application process is concluded, including any review at VCAT
- relevant officers at Council, other Government agencies or Ministers directly involved in the planning process


- persons accessing information in accordance with the Public Records Act 1973 or the Freedom of Information Act 1982.

This information is being collected in accordance with the Planning and Environment Act 1987. If all requested information is not received, Council may not be able to process your application. You may access the information you have provided to Council by emailing planhelp@portphillip.vic.gov.au.

3 Amendment details

I wish to apply to amend the application as follows:

Application number

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

4 Applicant details

First and last name

Organisation (if available)

Residential or postal address




Best phone number to contact you on Email

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