



Amend a planning permit

What you need to do

Before you start!

The fast and easy way to apply is online via

[Pay / apply / report](#)

Otherwise complete this form to apply in person.



Complete the form and provide supporting documents

Make sure all sections are complete and you have supplied all supporting documents.



Submit application

This form and supporting documents must be submitted via email to planhelp@portphillip.vic.gov.au



What comes next

Once your application is processed you will receive an invoice for payment.

Read before starting

Below are some things people often miss when submitting their planning permit amendment. Making sure you include this information will prevent delays and save you time.

Recent copy of your title

Title information must not be older than three (3) months and include a 'register search statement', the title diagram and any relevant associated title documents.

Application fee

To help us calculate the application fee, you must provide an accurate cost estimate of the proposed development.

Nominate one contact

In order to avoid any confusion, we will communicate only with the nominated contact person.

Accurate proposal description

Providing an accurate description of the proposal on this form will help to avoid unnecessary delays.

Need more space?

If the space provided on the form is insufficient, please attach a separate sheet. For help to complete this form, read **how to complete the application to amend a planning permit** on our website.

Further information

portphillip.vic.gov.au/planning-and-building/get-a-planning-permit/extend-or-amend-a-planning-permit

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 of the permit application.

I have provided all necessary supporting information and documents.

All changes to the permit and plan have been listed as part of the amendment proposal at Question 3 of this form.

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.

2 Land details

Property details

If this application relates to more than one address, please attach additional addresses with similar details on a separate sheet.

Unit number Number Street name

Suburb / locality

Postcode

Formal land description

Please complete either section A or B. This information can be found on the certificate of title.

A

Lot number

Lodged Plan

Plan of subdivision

Number

Title Plan

B

Crown allotment number

Section number

Parish / Township name

3 Planning permit details

Planning permit number

4 The amended proposal

What is the amendment being applied for?

What the permit allows

Current conditions of the permit

Plans endorsed under the permit

Other documents endorsed under the permit

Provide details of the proposed changes



Attachment/details required. Please provide full details of the proposed change and attach any additional documents. Details can include plans and elevations, any information required by the planning scheme, requested by us or outlined in a planning permit checklist, and if required, a description of the likely effect of the proposal. Insufficient or unclear information will delay your application.

5 Planning compliance

Does this application relate to a planning compliance issue?

No Yes. Please state the Planning Compliance reference number

6 Development cost

What is the estimated cost of development for which the permit is required?

No development is proposed by the permit (eg change of use, subdivision, removal of covenant)

Cost of the permitted development

Cost of proposed amended development


You may be required to verify this estimate. Insert '0' if no development is proposed.

7 Existing conditions

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

Yes No

If yes, provide details of the existing conditions.

-  Provide a plan of the existing conditions if the conditions have changed since the time of the original permit application. Photos are also helpful (eg. vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats).

For proposals for a new use of commercial premises only, has your lease of the premises commenced?

Yes No

If no, what is the commencement date of lease (if known)

8 Title information

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

Yes No

Not applicable (no such encumbrance applies)

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

 Provide a full, current copy of the title (obtained within three months of lodging this application) for each individual parcel of land forming the subject site. The title includes: the covering 'register search statement', the title diagram and the associated title documents, know as 'instruments', eg. restrictive covenants.

9 Applicant details - person who wants the permit

First and last name

Organisation (if applicable)

Unit number

Number

Street name

Suburb / locality

State

Postcode

10 Contact person details - if same as applicant, go to question 11 Contact details

First and last name

Organisation (if applicable)

Unit number

Number

Street name

Suburb / locality

State

Postcode

11 Contact details

Business phone

Mobile phone

Email address

12 Owner details - The person or organisation who owns the land

Is the owner the same as the applicant?

No Yes If yes, go to question 13

First and last name

Organisation (if applicable)

Unit number

Number

Street name

Suburb / locality

State

Postcode

13 Pre-application meeting

Has there been a pre-application meeting with a Council Planning Officer?

No Yes

If yes, please provide details.

Officer name

Date

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