



# Secondary consent

## 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**



### What comes next

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

## Read before starting

Most planning permits allow for minor modifications to the endorsed plans, subject to the written consent of the Responsible Authority, which is known as Secondary Consent.

The owner or occupier may request a secondary consent where changes are proposed to the plans only.

The Secondary Consent process does not apply if the proposed changes conflict with the permit preamble or conditions, represent a primary consent or would potentially cause material detriment (requiring public notice). In these cases, an Application to Amend a Planning Permit should be submitted.

### Fees

Please refer to the planning fee schedule on our [website](#) or contact us for more information.

### Further information

[portphillip.vic.gov.au/planning-and-building](http://portphillip.vic.gov.au/planning-and-building)

1 Declaration		
I am the applicant; and that all the information in this application is true and correct.	I have provided all necessary supporting information and documents.	I have provided an electronic set of plans with the changes clearly highlighted.

2 Applicant details				
First and last name	Organisation (if applicable)			
Residential or postal address	Your status on the land?			
	Owner	Occupier	Both	N/A
Best phone number to contact you on	Email			

## Privacy policy

The personal information requested on this form is being collected by the City of Port Phillip for the purposes of enabling you to apply for a Secondary Consent. The personal information will be used solely by Council for this primary purpose or directly related purposes. The applicant understands that the personal information provided is for these purposes. Under some circumstances the personal information disclosed will be made available to the public, as required by the Planning and Environment Act 1987 or other legislation. Your decision not to provide your personal information will impede our ability to engage with you regarding this application.

### 3 Application details

#### Permit details

Original planning permit number

Date issued

Unit number

Number

Street name

Suburb / locality

Postcode

Has the time for commencement as specified on the planning permit or extension of time expired?

No

Yes

If yes, did development commence prior to the expiry date?

No. Your planning permit has expired and cannot be amended. Please apply for an extension of time if eligible, or for a new planning permit.

Yes. The date development commenced:

Does this application relate to a current Planning Enforcement issue?

No

Yes. Please provide the following information:

Customer reference number (CRN)

Enforcement officer

### 3 Amendment details

Planning permit condition number that you want to amend

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

**4 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 amendment development




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

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](http://portphillip.vic.gov.au/planning-and-building)    [planhelp@portphillip.vic.gov.au](mailto:planhelp@portphillip.vic.gov.au)