

EXTENSION OF TIME TO A PLANNING PERMIT

Pursuant to Section 61 of the Planning & Environment Amendment (General) Act 2013



See [Planning Schedule of Fees](#) for application fee

Planning Permit:

Permit number:

Date Permit issued:

Address of the Land:

Describe what works (including demolition) have commenced on the site (attach supporting documents):

Date works commenced: (attach supporting documents)

Applicant Details:

Name:

Organisation:

Postal Address:

Postcode:

Contact Phone No (Business hours):

Mobile phone no:

Email Address:

Extension sought:

Commencement date:

1 year

2 years

Commencement date other (please specify)

Completion date:

1 year

2 years

Completion date other (please specify)

Reasons for request:

Owner's Consent:

1. An application for an Extension of Time must be made by the owner of the land.

If you are not the owner, we require signed written consent to act on behalf of the owner which must be included with this request.

2. A request can be made:

(a) Before the permit expires or within 6 months after the permit expiry date or;

(b) Within 12 months after the permit expiry date, where the use or development allowed by the permit has lawfully commenced.

Signature:

Date:

To make a payment

In person	Melbourne Town Hall administration building, 120 Swanston Street, Melbourne 8.30am to 5pm Monday to Friday.
Mail	GPO Box 1603 Melbourne VIC 3001 Please make cheques and money orders payable to 'City of Melbourne'.
Email	For applications lodged via email, an officer will contact you with a reference number and instructions to make payment online or via an automated phone service planning@melbourne.vic.gov.au

Collection Statement

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by City of Melbourne for the purposes of assessment of planning permit applications, parts of which are set out in the Planning and Environment Act 1987 (PE Act).

The personal information will be used for the following purposes:

- correspond with you about your permit application
- or for any other directly related, or reasonably related purposes.

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 the Victorian Civil and Administrative Tribunal
- to relevant officers within Council and other pertinent Government agencies directly involved in the planning process
- to contract service providers, where necessary or appropriate
- to persons accessing information in accordance with the Public Records Act 1973, Planning and Environment Act 1987 or the Freedom of Information Act 1982.

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 collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to City of Melbourne, please contact the Planning and Building branch by telephone 03 9658 9658 or email

enquire@melbourne.vic.gov.au