

SECONDARY CONSENT

Request Form (*Please use this form to make minor changes to your endorsed plan(s)*)



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

Original Planning Permit

Permit Number:	Date Permit issued:
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Address of the Land:

What the Planning Permit Allows:

Cost of proposed amended development:	Cost of the permitted development:	Cost difference (+ or -):
\$	\$	

Describe what works (including demolition) have commenced on the site (if any):

The Applicant

Name:	Organisation:
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Postal Address:

Contact Phone No (Business Hours):	Mobile Phone No:
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Email Address:

Secondary Consent Details (*details of proposed changes*)

Has there been a meeting or discussion with a Council Officer regarding the changes you are seeking?	YES	NO
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If Yes, with whom? Date:

Detail any changes sought to the plans or any other documents endorsed under the permit.
(*Attach a supplementary page if more room is required*)

Please provide plans with the changes clearly highlighted.

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

Declaration

Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

I declare all the information in this application is true and correct, and the owner (if not myself) has been notified of the amendment application.

Name:

Signature:

Date:

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
- 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 notice online, and/or by post
- or for any other directly related, or reasonably related purposes.

The information you provide will be made available:

- online on Council's website during the public notice period of the application
- on Council's permit register (no name or personal details are visible in the online register)
- 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, please contact the City of Melbourne by telephone 03 9658 9658 or email enquire@melbourne.vic.gov.au