



Planning Enquiries
Phone: 1300 367 700
Web: <http://www.latrobe.vic.gov.au>

Office Use Only

Application No.:

Date Lodged: / /

Secondary Consent Request Form

Typically a planning permit will contain the following condition: *The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.*

This condition allows for minor modifications to the endorsed plans, subject to the written consent of the Responsible Authority, commonly known as secondary consent. The owner or occupier may request secondary consent where changes are proposed to the plans only.

Please Note: a secondary consent is not approved automatically as Council must consider a range of criteria, including whether the proposed changes conflict with the permit preamble or conditions, would be beyond the ambit of discretion of the original approval or would potentially cause material detriment and require advertising. In such cases the secondary consent process may not be used – An Application to Amend a Planning Permit should be made to Council under section 72 of the Act (if the permit was issued by Council) or to the Tribunal under Section 87A (if the permit was issued by VCAT).

Original Planning Permit Number:			Date Issued:		
Address of the Land:					
Have works commenced under this permit?: (If yes, please provide evidence of commencement).					
Applicant's Name:			Organisation:		
Applicant's Address:				Postcode:	
Applicant's Phone Number (business hours):					
Applicant's Email:					
Are you the owner of the land?	☐ Yes	☐ No	Are you the occupier of the land?	☐ Yes	☐ No
Have you paid, or included with your application the correct application fee? (refer to latrobe.vic.gov.au/Property/Planning/Planning_Fees)				☐ Yes	☐ No
Have you provided 3 sets of plans with the changes clearly highlighted?				☐ Yes	☐ No
Does this application relate to a current Planning Enforcement issue?				☐ Yes	☐ No
Secondary Consent Details: Pursuant to Conditionof Planning Permit No. , I propose the following changes which are clearly highlighted on the plans:					
Privacy Notification: The personal information requested on this form is being collected by Council for the purposes of enabling you to apply for a Secondary Consent. The personal information will be solely used by Council for this primary purpose or directly related purpose. 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.					

Title Information

Encumbrances on title *

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 (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- ☐ No
- ☐ Not applicable (no such encumbrance applies).



Provide a full, current copy of the title 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, known as 'instruments', for example, restrictive covenants.

Declaration

This request must be signed by the applicant *



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 that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature:

Date:

day / month / year

Lodgement

Lodge the completed and signed form, the fee payment and all documents with:

Latrobe City Council
https://www.latrobe.vic.gov.au/Property/Planning/Post_Permit/Post_Approval_Planning_Requests or hand hard copy in to Head Quarters
Commercial Rd Morwell or one of our service centres.

Contact information:

Telephone: 1300 367 700
DX: 217733

Deliver application in person, by fax, or by post:

Print Form

Make sure you deliver any required supporting information and necessary payment when you deliver this form to the above mentioned address. This is usually your local council but can sometimes be the Minister for Planning or another body.

Save Form:

Save Form To
Your Computer

You can save this application form to your computer to complete or review later or email it to others to complete relevant sections.