



GREATER
SHEPPARTON

Amendments to Applications, Permits and Plans

Information Checklist

The Council's Planning & Development Department often receives inquiries about making changes to their planning application, permit and/or endorsed plans. If you have an existing planning permit, you are obliged to comply with all of the conditions. If you would like to make some changes, you can apply for an amendment to your planning permit.

This information sheet has been prepared to provide advice about amending an application, permit and/or endorsed plans.

Never assume that what you intend to do is so minor that you won't need to amend your planning permit or endorsed plans. You can propose changes to a planning permit or the endorsed plans or both. Not requesting an amendment can lead to a breach of your planning permit.

Delays in obtaining an amendment can occur when the information supplied by the applicant is unclear or incomplete.

Should you need clarification on any of the advice contained within this document or any planning matter, you should seek further assistance from the Planning and Development Department by calling (03) 5832 9730.

AMENDMENTS

A request to amend a planning permit application, planning permit or endorsed plans must be made in writing to the Council's Planning & Development Department.

There are four main types of amendments that the Council can consider:

1. Amending a current planning permit application
2. Amending endorsed plans that form part of a planning permit (Secondary Consent)
3. Amending to vary a condition requirement of the planning permit (Secondary Consent)
4. Amending a planning permit and/or endorsed plans (Section 72 Amendment)

Amending a Current Planning Application

An applicant can make an application to amend a planning application under Section 50 and Section 57A of the *Planning and Environment Act 1987*. A current application for planning permit that has been submitted with the Council and has not had a determination made on the application can be amended. This means that if a Notice of Decision, Planning Permit or Refusal has not been issued, the application can be amended.

Continued overleaf



GREATER
SHEPPARTON

Information Checklist

It is not unusual for an application to be amended due to responding to the Council's concerns or amending the design in response to objections received through the notification process.

If an amendment to a current planning permit application is applied for, the time prescribed within the *Planning and Environment Act 1987* for the Council to consider the application will restart from the date of receipt of your request to amend the application. The substituted plans will then form part of the proposal and the original plans will be superseded.

To apply to amend a current planning permit application you will need to do the following:

- Completed an '*Application to Amend a Planning Application form*'
- Pay the applicable fee
- Submit three copies of the required drawn to scale plans
- Ensure that the proposed changes to the application are described fully and the reason for the proposed changes are included in the application

An '*Application to Amend a Planning Application form*' can be collected from the Greater Shepparton City Council at 90 Welsford Street Shepparton or on the Councils website at www.greatershepparton.com.au

Amending Endorsed Plans that form part of a Planning Permit (Secondary Consent)

To apply for an amendment to the endorsed plans under secondary consent is to make a minor change to your endorsed plans that form part of the approved planning permit.

The Council can not consider a change under secondary consent that may alter the proposal within the planning permit, or any proposed amendment(s) that may cause detriment to any party or surrounding properties and may be required to be advertised. An amendment under secondary consent can only be considered if the amendment would not result in a substantial change to the original use or development, that is, would not change what the permit allows, or any conditions contained within the planning permit.

Amending your endorsed plans under secondary consent means that you are applying under a certain condition of the planning permit which normally provides that: "The use and/or development as shown on the endorsed plans must not be altered or modified without the written consent of the Responsible Authority".

Applicants will usually amend endorsed plans under secondary consent where there are minor changes required as result of the commencement of works where the original design did not quite work, or where minor changes are sought to make a development more functional. The proposed changes may not specifically be relevant to what was approved by the original planning permit.

Continued overleaf



GREATER
SHEPPARTON

Information Checklist

To apply to amend your endorsed plans under secondary consent, you will need to do the following:

- Completed an 'Application for Amendment under Secondary Consent form'
- Pay the applicable fee
- Submit three copies of the required drawn to scale plans
- Ensure that the proposed changes to the plans are described fully and the reasons for the proposed changes are included to the plans.

An 'Application for Amendment under Secondary Consent form' can be collected from the Greater Shepparton City Council at 90 Welsford Street Shepparton or on the Council's website at www.greatershepparton.com.au

Seeking written consent for a Variation to a Condition requirement on the Planning Permit (Secondary Consent)

To seek a variation to a planning permit condition under secondary consent means to gain consent from the responsible authority for a variation of the requirement(s) imposed by the planning permit, where it is specified within the planning permit condition in question "..... unless otherwise approved by the Responsible Authority.....". The Council cannot consider a change under secondary consent that may alter the proposal or any conditions contained within the planning permit, or any proposed amendment(s) that may cause detriment to any party and may be required to be advertised.

Applicants will usually seek written consent from the Council where the proposal would not result in a substantial change to the original use or development, that is, would not change what the permit allows (the preamble), or any other conditions within the planning permit. A condition of the planning permit must expressly indicate that the Council can approve a variation to the requirements.

To apply to amend your planning permit under secondary consent, you will need to do the following:

- Completed an 'Application for Amendment under Secondary Consent form'
- Pay the applicable fee
- Ensure that the proposed change(s) to the planning permit are described fully and the reasons for the proposed change(s).

An 'Application for Amendment under Secondary Consent form' can be collected from the Greater Shepparton City Council at 90 Welsford Street Shepparton or on the Council's website at www.greatershepparton.com.au

Continued overleaf



GREATER
SHEPPARTON

Information Checklist

Amending a Planning Permit and/or Endorsed Plans (Section 72 Amendment)

An amendment under Section 72 of the *Planning and Environment Act 1987* is for a minor change to the actual planning permit, permit condition(s) and or plan(s). These amendments follow the same processes as a planning permit application.

The proposed changes may not specifically be relevant to what was approved by the original planning permit, however, where the planning permit parcel remains the same, an amendment to the original planning permit can reduce the likelihood of multiple planning permit being issued to a particular site.

The Council can not amend a permit that has been issued by the Victorian Civil and Administrative Tribunal (VCAT).

To apply for a Section 72 Amendment it is suggested that you arrange an appointment with one the Planning Officers at the Council to discuss what is required to lodge the amendment. This will prevent any delays with your application. To make an appointment with a Planning Officer, please contact the Council on (03) 5832 9700 to arrange a time suitable for you.

An 'Application to amend a Planning Permit form' can collected from the Greater Shepparton City Council at 90 Welsford Street Shepparton or on the Councils website at www.greatershepparton.com.au

Additional Information

Should the Council refuse any of your requests for an amendment, you have appeal rights to have the matter heard at VCAT. For further information on this process, visit www.vcat.vic.gov.au.

Please note that these checklists are for standard information required for lodgement. Additional information may be required by the assessing planning officer after lodgement.

For further assistance in the preparation of your application and/or the lodgement of your application, please call the Planning and Development Department on (03) 5832 9730.