



GREATER
SHEPPARTON

Extension of Time

Information Checklist

The Council's Planning & Development Department often receives inquiries about extending the start and/or completion date of their planning permit. If you need more time to complete your proposal, you can apply for an extension to your planning permit.

Delays in obtaining an extension 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.

EXTENSION OF TIME

The Council is sympathetic that there are a number of factors that can delay the commencement or completion of works. The Council's Planning & Development Department must assess an extension of time to the start and completion date to a planning permit.

Most permits are issued with two years to start and four years to complete from the date of issue unless otherwise specified on the permit, however if you need extra time, you can apply for an extension of time to your permit.

An extension of time application must be submitted to the Council before the expiry date or within three months after the permit has expired (please see permit for expiry date).

When applying for an extension to a planning permit you must:

- Complete an '*Extension of Time Application Form*'
- Pay the relevant fee
- Clearly explain if the application for the extension is for the commencement or the completion date
- If the extension is for the completion date, clearly explain what works have commenced

Additional Information

Should the Council refuse your requests for an extension of time, 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 an extension. Additional information may be required by the assessing planning officer after the request is received.

For further assistance in the preparation of your extension of time form, please call the Planning and Development Department on (03) 5832 9730.