

If you need help to complete this form, read MORE INFORMATION at the end of this form.

- ▲ The City of Greater Geelong is committed to protecting your privacy. Our privacy policy is available on our website and at our Customer Service Centres.
- ▲ The personal information requested on this form is being collected by the City of Greater Geelong for the purpose of assessing planning permit applications, parts of which are set out in the *Planning and Environment Act 1987*.

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, a notice online, a notice in the newspaper and/or by post.
- Or for any other directly related or reasonably related purposes.

The information you provide will be made available:

- Online on the City's website ([geelongaustralia.com.au](http://geelongaustralia.com.au)) during the public notice period of the application.
- On the City's permit 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 the relevant officers within the City and other pertinent Government agencies directly involved in the planning process.
- To persons accessing information in accordance with the *Public Records Act 1973*, *Planning and Environment Act 1987* or the *Freedom of Information Act 1982*.

Your personal information will not be disclosed on the City of Greater Geelong's website without your consent except in accordance with the *Planning and Environment Act 1987*. 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 the City of Greater Geelong, please contact the Planning Department on 5272 4456 or via email [statplanning@geelongcity.vic.gov.au](mailto:statplanning@geelongcity.vic.gov.au) or [privacy@geelongcity.vic.gov.au](mailto:privacy@geelongcity.vic.gov.au)

▲ Questions marked with an asterisk (\*) must be completed, including all required signatures.

- ▲ If the space provided on the form is insufficient, please attach a separate sheet.

The **owner or the occupier** of the land to which a permit applies, may ask the Responsible Authority for an extension of time either:

- Before the permit expires or within 6 months after the permit expiry date where the use or development allowed by the permit has not yet started;  
or
- Within 12 months after the permit expiry date, where the development allowed by the permit lawfully started before the permit expired.

There is no opportunity to appeal to the Victorian Civil and Administrative Tribunal if the application is made outside of this time.

## Applicant Details

### Applicant \*

**NOTE:** You must be the **owner** or **occupier** of the land to apply for an extension of time to a Planning Permit. If you are not the owner or occupier, the Responsible Authority will not make a decision until you provide written consent from the owner or occupier.

Note: The consent relates to personal information to be available on the City's website. Business information is public information therefore consent is not required.

## Contact Details

(If different to the applicant) \*

OR

Same as Applicant

Note: The consent relates to personal information to be available on the City's website. Business information is public information therefore consent is not required.

Name		
Title:	First Name:	Surname:
Organisation (if applicable):		
Postal Address		If it is a P.O. Box, enter the details here
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:

As the applicant, I give my consent for my personal name, contact details and signature to be made available on the City's website for the purposes of the *Planning and Environment Act 1987* and may only be used for those purposes.  Yes  No

Signature: (Required)	Date:
	day / month / year

### Contact person's details

Title:	First Name:	Surname:
Organisation (if applicable):		
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:

As the applicant, I give my consent for my personal name, contact details and signature to be made available on the City's website for the purposes of the *Planning and Environment Act 1987* and may only be used for those purposes.  Yes  No

Signature: (Required)	Date:
	day / month / year



## Applicant/Contact Details

Please provide at least one contact phone number and an email address \*

Business Phone:	Mobile Phone:
Email:	

## Owner/Occupier Details

### Owner/Occupier \*

The person or organisation who owns the land

Where the owner is different from the applicant, provide the details of that person or organisation.

### OR

Same as Applicant:

<b>Owner/Occupier details</b>		
Title:	First Name:	Surname:
Organisation (if applicable):		
Unit No.:	St. No.:	St. Name:
Suburb/Locality:	State:	Postcode:
Owner/Occupier's Signature: (Optional)		Date: day / month / year



## Permit Details

Provide full permit information \*

Planning Permit No.:	Date Issued:	
Permit Address:		
Suburb/Locality:	State:	Postcode:
Has the use or development approved by the Permit commenced?		<input type="radio"/> Yes <input type="radio"/> No
If the use or development has commenced, what date did it commence?		Date: <input type="text"/>
If the Permit allowed subdivision, was the application made online via SPEAR?		<input type="radio"/> Yes <input type="radio"/> No
If the use or development has commenced, please describe what has commenced on site (including any demolition) and attach any relevant supporting documents/photos		
<input type="text"/>		

Use/Development and Subdivision information \*

## Extension is Required to:

Select all options that apply \*

Commence the use	<input type="radio"/>
Commence the development	<input type="radio"/>
Certify a Plan under the Subdivision Act 1988	<input type="radio"/>
Complete the development	<input type="radio"/>

## Reason for the Request \*

Provide reason \*

Please describe reasons for why works were not commenced or completed in time, as well as any previous extensions to the permit, any activity undertaken, or costs incurred to proceed with the permit and whether there is any change to the surrounding area which would alter the consideration of the proposal.



## Extension Period

To commence <input style="width: 40px;" type="text"/> Years	<b>and/or</b>	to complete <input style="width: 40px;" type="text"/> Years
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## Application Fee

1 <sup>st</sup> Request <b>\$340.00</b>	2 <sup>nd</sup> Request <b>\$500.00</b>	3 <sup>rd</sup> Request <b>\$700.00</b>
Extension of Time Request \$ <input style="width: 150px;" type="text"/> Payable on Lodgement		

## Declaration

**This form must be signed \***

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 Owner or Occupant of this land, **or** I have attached the written consent of the owner or occupier to act on their behalf and that all information given is true and correct.

Signature:  
(Required)

Date:

day / month / year

## Lodgement

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

City of Greater Geelong  
PO Box 104  
Geelong VIC 3220

Wurriki Nyal  
137-149 Mercer Street  
Geelong VIC 3220

[statplanning@geelongcity.vic.gov.au](mailto:statplanning@geelongcity.vic.gov.au)

**Contact information:**  
Phone: (03) 5272 4456

**Deliver application in person, by post or by electronic lodgement**

### Please Note:

1. You must be the owner or occupier of the land to apply for an Extension of Time to a planning permit. If you are not the owner or occupier, the Responsible Authority will not make a decision until you provide written consent from the owner or occupier.
2. This form sets out the standard information required for Extension of Time applications. Additional information may be required to process your request by the planning officer after lodgement.
3. Sufficient justification for an extension must be provided to the Responsible Authority to assess your request. Additional information which may give reason for the request should be attached.
4. When assessing an Extension of Time to a Planning Permit, the Responsible Authority may rightly consider:
  - a) Whether there has been a change of planning policy.
  - b) Whether the landowner is seeking to “warehouse” the permit.
  - c) Intervening circumstances as bearing upon grant or refusal.
  - d) The total elapse of time.
  - e) Whether the limit originally imposed was adequate.
  - f) The economic burden imposed on the landowner by the permit.
  - g) The probability of a permit issuing should a fresh application be made.