

GUIDE FOR PLANNING PERMIT APPLICANTS: AMENDING CURRENT PLANNING PERMIT APPLICATIONS

This guide outlines how to go about amending a current planning permit application which has been lodged with Council but which has not yet been decided.

If you want to amend your planning permit application in any way, you need to make a formal request to Council using the "Request to Amend a Current Planning Permit Application" form.

An amendment includes changes to the proposal shown on the plans (such as the layout or design of a dwelling or other development). It also includes introducing new permit triggers, such as applying for a waiver of car parking or for a liquor licence.

The Planning & Environment Act 1987 ('the Act') sets out formal mechanisms for amending planning permit applications once they have been lodged with Council. Section 50 of the Act applies to amending applications before public notice is given. Section 57A of the Act applies to amending applications after public notice of the application has been given.

Once the application has been amended by Council as requested, this becomes the application under assessment. Any previously submitted plans and documents are superseded.

The "Request to Amend a Current Planning Application" form should only be used for an application for a planning permit that has been lodged with Council, but which has not yet been decided. If you wish to modify a previously issued permit, or make a new application planning permit, you will need a different form.

WHAT INFORMATION DO I NEED TO SUBMIT AS PART OF A REQUEST TO AMEND A PLANNING APPLICATION?

A full set of amended plans and other documentation must be submitted to Council along with the "Request to Amend a Current Planning Application Form".

Remember that any material submitted with an application will be made available for public view to interested parties for the sole purpose of enabling consideration and review as part of the planning process under the Act.

WHAT IS THE PROCESS FOR AMENDING A PLANNING PERMIT APPLICATION?

1. Talk to Council

Before lodging a request to amend a planning application with Council, you should discuss the proposed amendment with the Council Officer processing the application.

2. Lodge the amendment request with Council

Submit the completed "Request to Amend a Current Planning Application Form" and copies of all amended plans and other documentation to Council in person, by mail or by email.

3. Council considers whether to amend the application

Once the amendment has been received by Council, Council decides whether to amend the application in accordance with the request. It is unlikely that Council will refuse the request, unless the changes proposed are so substantial that it is preferable for a new application to be lodged. Discussing the changes proposed with Council prior to lodging the amendment request will avoid the likelihood that this will occur.

Once an amendment request is granted by Council, the statutory clock (i.e. the time in which Council has to make a decision on the application) is reset to zero days.

4. Is further information required?

Council decides whether any further information is required in relation to the amended component of the application.

5. Notification and referrals

Council decides whether any referrals are required to be made, and whether the proposal needs to be put to public notification. If the application has already been put to public notification, it may be necessary for re-notification to occur, depending on the extent of the changes proposed. Generally, if the changes result in a reduction in the scale of the proposal and/ or a lesser impact on adjoining properties, re-notification will not be necessary.

WHAT IF OBJECTIONS HAVE ALREADY BEEN RECEIVED?

All objections made in relation to the original application are objections to the amended application. However, an objector may decide to withdraw their objection based on the proposal having been amended.

HOW CAN I FIND OUT MORE?

To find out more about amending planning permit applications, contact the Council Officer responsible for your application or Council's Statutory Planning Unit.

Contact

Statutory Planning Unit
City of Greater Geelong
P: (03) 5272 4456

E: statplanning@geelongcity.vic.gov.au

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