

# Application for a **Secondary Consent**

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 Secondary Consent may be sought for minor alterations to endorsed plans that form part of a Planning Permit, provided the application meets the criteria on the reverse side of this form and the Permit includes the following (or a similar) condition:

- The use and/or development as shown on the endorsed plan(s) must not be altered without the written consent of the Responsible Authority

Please confirm that the Permit relating to this application includes the above condition. If it does not, please contact Statutory Planning for further advice.

## Applicant and Contact Details

### 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.

### Contact \*

Where the preferred contact person for the application is different from the applicant, provide the details of that person

### 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 <span style="float: right;">If it is a P.O. Box, enter the details here</span>		
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

<b>Contact person's details</b>		
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

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## Applicant/Contact Details

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

Business Phone:	Mobile Phone:
Email:	

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## 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:

Owner/Occupier details			
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

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## Permit Details

Provide full permit information \*

Permit Number:

Permit Address:

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## Development Details


Use/Development and  
Subdivision information \*

Has the use or development approved by the Permit commenced?

Yes  No

Has the use or development approved by the Permit completed?

Yes  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. 

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## Details of Proposed Changes

List changes that are being applied for and highlight changes on corresponding plans if applicable.

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## Required Information Checklist

A fully completed Secondary Consent application form

Amended plans clearly highlighting the proposed changes

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## Application Fees

Secondary Consent – **Standard**

**\$ 650.00**

Secondary Consent – **VicSmart**

**\$ 150.00**

Secondary Consent – **Single Dwelling**

**\$ 350.00**

**Note:**

Secondary Consent Fees  
are Payable on Lodgement

## Declaration \*

**This form must be signed. Complete box A, B or C \***

<b>A</b>	I declare that I am the Applicant and Owner of this land and that all information given is true and correct.	Owner / Applicant signature:	Date:
<b>B</b>	I am the Owner of the land. I have seen this application. I / We the Applicant declare that all information given is true and correct.	Owner signature:  Applicant Signature:	Date:  Date:
<b>C</b>	I / We the Applicant / Contact declare that I / We have notified the owner about this application and that all information given is true and correct.	Applicant Signature:	Date:

## 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. A Secondary Consent proposal must meet the following conditions:
  - The proposal cannot transform the permit to a use or development that was not previously considered and approved.
  - The proposal cannot approve changes that require a planning permit, or which are contrary to any specific condition in the original permit.
2. The description of what is allowed by the permit cannot be altered by Secondary Consent.
3. The permit conditions cannot be varied or deleted by Secondary Consent.
4. There is no provision for public consultation or advertising. As such the Secondary Consent provision is not appropriate where the changes may result in material detriment to the surrounding area.
5. An application for Secondary Consent is not immediately approved, Planning Officers must consider several matters including those above.
6. The Responsible Authority reserves the right to refuse the proposed amendment under Secondary Consent, if it considers that the amendments contradict any of the above criteria.
7. If it is decided that the changes cannot be approved under Secondary Consent, a Planning Officer will advise you how to apply for a permit amendment or a new permit.