

SECONDARY CONSENT Request Form

Please use this form to make minor changes to your endorsed plan(s)

Normally a planning permit will contain the following condition:

The development as shown on the endorsed plan(s) must not be altered or modified without the prior written consent of the Responsible Authority

In the case where minor modifications to the endorsed plan(s) are required, the above condition allows for changes to be made, subject to the written consent of the Responsible Authority. This process is known as secondary consent.

When applying for secondary consent it is important to note that:

- there is no provision for public consultation or advertising – and as such the secondary consent provision is not appropriate where the changes would normally require re-advertising;
- the proposal cannot transform the permit to a use or development that was not previously considered and approved;
- permit conditions cannot be varied or deleted by secondary consent – this provision relates only to minor modifications to endorsed plans; and
- the proposal cannot approve changes that require a planning permit or which are contrary to any specific condition in the original permit.

An application for secondary consent is not automatically approved, as Council must consider several matters. The Responsible Authority has the right to not approve the proposed amendment under secondary consent if it considers that the amendments contradict any of the above criteria or is not considered to meet the purpose of Strathbogie Planning Scheme.

If it is decided that the changes cannot be approved under secondary consent, the Responsible Authority will advise you how to apply for a permit amendment or a new permit.

Original Planning Permit

Permit Number: **Date Issued:**

Address of the Land:

What the Planning Permit Allows:

Describe what works (including demolition) have commenced on the site (if any):
.....
.....
.....

The Applicant

Name:	Organisation:
Postal Address:	Postcode:
Contact Phone No (Business Hours):	Mobile Phone No:
Email Address:		
Owner's Consent:	<input type="checkbox"/>	YES	<input type="checkbox"/>
			NO

Secondary Consent Details (*details of proposed changes*)

Has there been a meeting or discussion with a Council Officer with regard to the changes you are seeking?

YES

NO

If Yes, with whom?

Date:

Detail any changes sought to the plans or any other documents endorsed under the permit.
(Attach a supplementary page if more room is required)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please provide plans with the changes clearly highlighted. Printed plans should be provided in A3 format.

Fee

Payment of Secondary Consent Fee: \$187.00

Receipt Number:

Fee Enclosed:

Declaration

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 all the information in this application is true and correct, and the owner (if not myself) has been notified of the amendment application.

Name:

Signature:

Date:

Lodgement

Please lodge the completed and signed form and all relevant documents with:

Strathbogie Shire Council, PO Box 177, Euroa VIC 3666

Euroa Office
109a Binney Street
Euroa Vic 3666

Nagambie Customer Service
293 High Street
Nagambie VIC 3608

If you have any queries in relation to secondary consent or this form, please contact Strathbogie Shire Council Planning Department on (03) 5795 0000.