

## Secondary Consent – Minor Amendment to Endorsed Plans

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.*

### PERMIT DETAILS

Planning Permit No.:	
Address:	

### APPLICANT

Name:	
Organisation (if applicable):	
Address:	
Telephone No.	
Email Address:	

### DETAILS OF PROPOSED CHANGES

<i>List changes that are being applied for and highlight changes on corresponding plans if applicable</i>

**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:	Date:
	Applicant signature:	Date:
<b>C.</b> I / We the Applicant declare that I / We have notified the owner about this application and that all information given is true and correct.	Applicant signature:	Date:

## SUBMIT

1. Completed form
2. Fee **\$1250.00** with [credit card payment](#). View [Town Planning fees](#)
3. Electronic copy of plans (full set of plans)

Via email [mail@wyndham.vic.gov.au](mailto:mail@wyndham.vic.gov.au) or alternatively please contact Council on 9742 0777.

## 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 a number of matters including those above.
6. The Responsible Authority reserves the right to not approve 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.

**PRIVACY COLLECTION STATEMENT** –The personal information collected on this Form is required by Council in order to process your request in accordance with the requirements of the *Planning and Environment Act 1987*.

Your information will be made public and available for inspection while being considered by Council or the Victorian Civil and Administrative Tribunal. You have a right to access your personal information and make corrections. If you have any queries, or wish to gain access or amend your information, please contact Council's Privacy Officer on (03) 9742 0777. [WCC Privacy Policy](#)