

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 allows for Secondary Consent. Please confirm with a Planning Officer your proposal meets the Secondary Consent approval process, rather than the Planning Permit Amendment process.

## The Land

### 1. Address of the land. Complete the Street Address and one of the Formal Land Descriptions.

#### Street Address

Unit No.: \_\_\_\_\_ St. No.: \_\_\_\_\_ Street name \_\_\_\_\_

Suburb/locality \_\_\_\_\_ postcode \_\_\_\_\_

#### Formal Land Description

Complete either A or B.

**A** Lot No.: \_\_\_\_\_  Lodged Plan  Title Plan  Plan of Subdivision No.: \_\_\_\_\_

or

**B** Crown Allotment No.: \_\_\_\_\_ Section No.: \_\_\_\_\_

Parish/Township Name: \_\_\_\_\_

## Planning Permit Details

What permit is being amended? Planning Permit No.: \_\_\_\_\_

### Please list the changes are you seeking secondary consent for?

Please provide a full set of plans with changes clearly highlighted

## Applicant and Owner Details

### 6. Provide details of the applicant and the owner of the land.

#### Applicant *(The person who wants the permit.)*

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Unit No.: \_\_\_\_\_ St. No.: \_\_\_\_\_ Street name \_\_\_\_\_

Suburb/locality \_\_\_\_\_ State \_\_\_\_\_ postcode \_\_\_\_\_

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

Same as applicant (If so, go to 'contact information')

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname \_\_\_\_\_

Organisation (if applicable) \_\_\_\_\_  
Unit No.: \_\_\_\_\_ St. No.: \_\_\_\_\_ Street name \_\_\_\_\_  
Suburb/locality \_\_\_\_\_ State \_\_\_\_\_ postcode \_\_\_\_\_

**Contact information** Please provide at least one contact phone number

Business Phone \_\_\_\_\_ Email \_\_\_\_\_  
Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Owner** (The person or organisation who owns the land)

Same as applicant

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

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname \_\_\_\_\_  
Organisation (if applicable) \_\_\_\_\_  
Unit No.: \_\_\_\_\_ St. No.: \_\_\_\_\_ Street name \_\_\_\_\_  
Suburb/locality \_\_\_\_\_ State \_\_\_\_\_ postcode \_\_\_\_\_

Owners signature (Optional)

Date \_\_\_\_\_

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## Declaration

### 7. This form must be signed by the applicant

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 applicant; that all the information in this application is true and correct; that all changes to the permit and plan have been listed as part of the amended proposal and that the owner (if not myself) has been notified of the permit application.

Signature

Date \_\_\_\_\_

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## Lodgement and Payment

Lodge the completed and signed form and all documents with:

**In Person:** Warrnambool City Council Civic Centre, 25 Liebig Street, Warrnambool 8.30am to 5.00pm  
**Mail:** PO Box 198, WARRNAMBOOL Victoria 3280  
**E-mail:** [planning@warrnambool.vic.gov.au](mailto:planning@warrnambool.vic.gov.au)

**Please note once your application is received, an invoice will be forwarded to you via email.**

### 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 or 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 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 proposal under Secondary Consent if it considers that the proposal contradicts 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 to apply for a Planning Permit Amendment or a new Planning Permit.