

Request for Extension of Time to a Planning Permit

APPLICANT DETAILS

Name: _____

Organisation (if applicable): _____

Postal Address: _____

Contact No.: _____ Email: _____

Are you the owner or occupier of the land? ☐ Yes ☐ No

If not, a request by a person who is not the owner or occupier of the land must be accompanied by the written consent of the owner.

ADDRESS OF LAND

Number: _____ Street/Road: _____

Town: _____

Title details (e.g. lot and plan number) _____

PLANNING PERMIT DETAILS

Permit Number: _____ Date Issued: _____

Description of the use and/or development (what permit allows): _____

Has the approved development commenced? ☐ Yes ☐ No

If yes, please describe the current stage of development, including works undertaken and the dates those works were completed: _____

If an extension is granted, when is the development likely to commence and/or be completed?

REASON FOR EXTENSION REQUEST

Please explain why the development has not commenced and/or been completed within the permit timeframe:

EVIDENCE THAT THE PROJECT HAS PROGRESSED

Please attach any supporting documentation that demonstrates progress of the project.

Examples of evidence may include:

- Issue of building permit
- Builder's contract entered into
- Site preparation works undertaken (photos)

Council may request supporting documentation demonstrating that the project has progressed since the permit was issued or since a previous extension was granted.

FEE

The following application fee is payable when lodging your request:

Extension of Time Request	Fee Payable	Date Paid
1 st Request	\$381.00	
2 nd Request	\$761.00	
Any subsequent requests	\$1,521.00	

Applicant's Signature: _____

Date: _____

This form must be signed. It is an offence to provide false or misleading information. Doing so may result in penalties, including fines or cancellation of the permit.

Privacy Statement: Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 2020 or other relevant legislation. The personal information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she/they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.