**Application for Extension of Time  
to a Planning Permit**

Use this form to apply for an extension of time to a Planning Permit.

Under Section 69 of the *Planning and Environment Act 1987* (Extension of Time) the owner or the occupier of the land may request an extension of time.

**A person who is not the owner or the occupier of the land must provide a copy of the written consent of the owner.**

You may apply for an extension of time to the commencement or completion date of an existing planning permit;

* within 6 months after the permit expiry date, where the use or development allowed by the permit has not yet started (commencement), OR
* within 12 months after the permit expiry date, where the development allowed by the permit lawfully started before the permit expired, but has not been completed.

A permit cannot be extended if a request is made outside the above timeframes and you will not be able to apply to VCAT for a review of the matter.

A non-refundable application fee applies. Planning fees and charges are available on Council’s website.

| **Applicant details** | | |
| --- | --- | --- |
| First name: | Surname: | |
| Business / Company name: | | |
| Postal address: | | |
| Suburb: | | Postcode: |
| Phone:       Mobile: | | |
| Email address: | | |

| **Planning permit details** |
| --- |
| Planning Permit number: |
| Date Permit issued:       Permit expiry date: |

| **Address of the land the planning permit relates to** | |
| --- | --- |
| Unit number: | Street number: |
| Street name: | |
| Suburb: | |

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| --- | --- |
| **Details of the request** | |
| *Please note: Requests must be made within the timeframes and provisions specified by the Planning and Environment Act 1987 – see notes at the top of this form or contact Council’s Statutory Planning department for guidance.*  Has the use and/or development commenced?:  Yes  No  If *Yes*, what date was the use and/or development commenced?:  Extension sought to:  Permit commencement and completion date (*if not yet commenced*)  Permit completion date  Subdivision permit date  Additional time requested:  1 Year  2 Years  Other – please specify |

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| **Reasons for the extension** |
| *Why is the extension of time required? What occurred to prevent the permit from being acted upon? When will the works approved by the permit commence and be completed? Attach additional pages if required.* |
|  |
| I have attached additional pages – Number of pages |

|  |  |
| --- | --- |
| **Declaration** | |
| I declare that I am the applicant, and that all information in this application is true and correct.  **A person who is not the owner or the occupier of the land must provide a copy of the written consent of the owner.**  I have attached owner(s) consent (*if applicable*) – Number of pages | |
| Name: | |
| Signature: | Date: |

**Please Note:** The request will not be actioned until applicable fees have been paid and all required information has been provided.

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| **Send to Council by** | | |
| **Email:**  council@cgd.vic.gov.au | **Post:**  City of Greater Dandenong PO Box 200 Dandenong VIC 3175 | **In person:**  Planning Service Counter, Level 3, 225 Lonsdale Street, Dandenong  or other Customer Service Centre |

**Privacy Collection Notice**

Your personal Information is being collected by Greater Dandenong City Council for the primary purpose of processing your application in accordance with the Planning and Environment Act 1987 and for related municipal purposes. The information may be disclosed to external consultants and referral authorities in order to assess your application. It will not be disclosed to any other external party without your consent, unless required by law.

You may request a copy of your application from Council’s Planning Team at any time. If you fail to provide any of the information required, Council will get in touch with the nominated contact on this form to request further information.

Greater Dandenong City Council is strongly committed to the responsible handling of your personal information and protecting every individual’s rights to privacy. Council is bound by the Privacy and Data Protection Act 2014 and the Health Records Act 2001. Councillors and staff operate under these Acts, council policies and codes of conduct to ensure the organisation complies with legislation when handling your information. Individuals have the right to access their personal information held by Greater Dandenong City Council. In addition, you may request correction of your personal Information. For access, correction or further information on your rights to privacy, please contact Council’s Privacy Officer on 8571 1000 or email council@cgd.vic.gov.au. A copy of Councils Privacy and Personal Information Policy is available on Council’s website [www.greaterdandenong.vic.gov.au](http://www.greaterdandenong.vic.gov.au)

