# Application for Secondary Consent Form

BASS COAST

| **PERMIT APPLICANT** (The person or organisation making the application) | | | |
|---|---|---|---|
| **Applicant name:** | | | |
| **Postal address of applicant:** | | | |
| **Phone number:** | | **Email:** | |

| **CONTACT PERSON** (The person receiving correspondence related to this application) | | | |
|---|---|---|---|
| **Name:** | | **Organisation:** | |
| **Postal address:** | | | |
| **Phone number:** | | **Email:** | |

| | |
|---|---|
| **Have you had a formal pre-application meeting with a Council Planner?** | ◯ **No**<br>◯ **Yes** (please specify the officer's name and date of meeting below) |
| **Is this application a result of a Planning Enforcement issue?** | ◯ **No**<br>◯ **Yes** (please specify any additional details on a separate Cover Letter) |

| **THE OWNER** | | | |
|---|---|---|---|
| **Name:** | | | |
| **Address:** | | | |
| **Phone number:** | | **Email:** | |

| **INVOICE RECIPIENT** | ◯ **Contact Person** | ◯ **The Owner** | ◯ **Other** (please fill below) |
|---|---|---|---|
| **Name:** | | | |
| **Postal address of recipient:** | | | |
| **Email:** | | | |
| **Phone number:** | | | |

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## LAND AFFECTED BY THIS PROPOSAL

| | | | |
|---|---|---|---|
| **Address:** | | | |
| **Title Details** | | | |
| **Lot No** (if known)**:** | | **Volume** (if known)**:** | |
| **Plan of Subdivision** (if known)**:** | | | |
| **Folio** (if known)**:** | | | |

| | |
|---|---|
| **Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?**<br>To determine if this applies, please refer to your Register Search Statement (Certificate of Title). | ◯ **Yes** (if yes, please contact Council before lodging)<br>◯ **No**<br>◯ **Not applicable** (no encumbrance applies) |
| **Existing land use:**<br>For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats. | |
| **What Planning Permit is being amended?** | |

## THE AMENDED PROPOSAL

| | |
|---|---|
| **Cost of Additional Development:** | **$** |

**Has the use or development approved by the permit commenced?** ◯ **YES** ◯ **NO**

**Has the use or development approved by the permit been completed?** ◯ **YES** ◯ **NO**

If the use or development has commenced *but not completed*, please describe what has commenced (including any demolition) and attach any relevant supporting documents/photos in a cover letter.

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## DECLARATION

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

◯ YES ◯ NO

I understand that it is against the law to provide false or misleading information, which could result in financial penalties and cancellation of any permit that may be issued.

◯ YES ◯ NO

Your application and the personal information on this form is collected by Council for the purposes of the application process as set out in the *Planning and Environment Act 1987* (the Act).

If you do not provide your name and address, Council will not be able to consider your application. Your application, including plans and supporting reports, will be published on Council's website [www.basscoast.vic.gov.au/planningads] and be available at Council's office for any person to inspect on request in accordance with the public availability requirements in the Act. The application may also be made available on request to any person for the relevant period set out in the Act or to interested parties for the purpose of enabling consideration and review as part of a planning process under the Act.

Your personal information will be used to correspond with you about your permit application or for any other directly related, or reasonably related purposes. You can request access to your personal information by contacting Council's Privacy Officer on 1300 BCOAST (226 278) or (03) 5671 2211 or basscoast@basscoast.vic.gov.au.

I have read the above and agree for my personal information (in accordance with the public availability requirements in the Act) to be published on Council's website and be available for inspection by members of the public.

◯ YES ◯ NO

When submitting your application, you must not provide personal information or copyright material of any other individual, including consultants, without their informed consent.

I confirm that I have not submitted any personal information or copyright material of others without consent.

◯ YES ◯ NO

*Please note, if you select 'no' you will be asked to provide an additional redacted set of all documentation including consultant reports and plans for uploading to Council's website.*

| | | |
|---|---|---|
| **I am the:** | ◯ **Owner** | ◯ **Applicant** |
| **Name:** | | |
| **Signature:** | | **Date:** |

## LODGEMENT

**Online (fastest):**
Lodge the completed application, including all forms and documents by emailing planningapplications@basscoast.vic.gov.au. Please include the full address of the site in the subject line.

**In-person:**
Bass Coast Civic Centre, 76 McBride Avenue, Wonthaggi

**By post:**
Statutory Planning
PO Box 118, WONTHAGGI VIC 3995

## INFORMATION CHECKLIST BEFORE SUBMITTING

### Have you:

1. Submitted a recent (no older than three months) Certificate of Title/Register Search Statement obtained from the Landata website? Refer to the checklist on our website for a step-by-step guide on how to obtain a copy. ☐

2. Submitted a recent (no older than three months) Title Plan Diagram/Plan of Subdivision which accompanies the Certificate of Title/Register Search Statement obtained from the Landata website? Refer to the checklist on our website for a step-by-step guide on how to obtain a copy. ☐

3. Submitted any covenants/restrictions/s173 agreements that are listed on your title and obtained from the Landata website? Refer to the checklist on our website for a step-by-step guide on how to obtain a copy. ☐

4. Provided a cover letter outlining each change being applied for and an explanation of the change. ☐

5. Submitted revised plans which clearly bubble in red any changes from the original endorsed plans. Please remember that any endorsed reports/plans e.g. Bushfire Management Plan or Landscape Plan will need to be updated if the development plans are being modified. ☐

6. Checked the applicable fees for your application? Planning Fees | Bass Coast Shire ☐