

TOWN PLANNING AMENDED BUILDING AND WORKS Checklist (Excluding dwellings)

Information required

For all planning permit applications the following **MUST** be provided

Application to Amend a Planning Permit fully completed and signed.

Application fee

A full current copy of Certificate of Title for the land, including current ownership details, title plan and a full copy of any registered covenants, restrictions or Section 173 Agreements that apply to the land for each LOT created by the existing planning permit. (The copy of Title must be clearly legible and less than three months

Site re-establishment and feature survey — If NEW works are proposed along the boundary

Written reports — Change/s between existing and proposed

Development summary — change/s between existing and proposed

Existing planning permit and endorsed plan/s (one copy)

PLANS — Drawn to 1:100 scale and dimensioned (three copies)

Site plan consistent with the plans previously endorsed. Details of each change clearly highlighted.

Floor plan/s consistent with the plans previously endorsed. Details of each change clearly highlighted.

Elevations consistent with the plans previously endorsed. Details of each change clearly highlighted.

Reduced size copies (A3 or A4) of all plans and elevations

Notes: _____

Note

If the land is subject to a Heritage Overlay, Special Building Overlay or any other overlay, additional information may be required. There may be other information checklists available.

These requirements may vary depending on the extent of the proposed development. The list of information to be provided is not exhaustive and is intended as a guide for applicants only. Additional items may be required to enable proper consideration of the application. Glen Eira City Council reserves the right to request additional information pursuant to Section 54(1) of the *Planning and Environment Act (1987)*.

All enquiries should be directed to Council's Town Planning Department on 9524 3333. Applicants unsure about preparing an application are advised to consult with an independent, suitably qualified professional.

Information privacy

The personal information requested is required primarily for the provision of the service referred to on this form and will only be shared with those directly responsible for providing that service. If information is not provided, Council may not be able to deliver the service.

For further information about privacy at Glen Eira City Council, including the right to seek access to any information collected in this application, contact Council's privacy officer on 9524 3333.