

Application to Amend a Planning Permit

01 July 2025 - 30 June 2026

Need Help?

Please contact Statutory Planning if you need help completing this form or if you are unsure about the information we need to process the application. You can also visit www.maroondah.vic.gov.au or call us on 1300 88 22 33. **You can also apply online.**

The Land		*Mandatory information	
Street Address*			
Suburb		Postcode	
Formal Land Description* (complete A or B) This information can be found on the certificate of title.			
A	Lot No.	Lodged Plan Title Plan Plan of Subdivision	No.
B	Crown Allotment No.		Section No.
	Parish/ Township Name		

Planning Permit Details *	
What permit is being amended?	
Planning Permit No.	

Type of Amendment *	
Further information on <i>Planning Permit Amendment</i> types can be found on our website: www.maroondah.vic.gov.au/Development/Planning/Do-I-need-a-planning-permit/Planning-permit-amendment	
Determining amendment type can be difficult. Your Planning Officer will advise if your amendment falls into a different category and if additional fees are payable for that type of amendment.	
	Secondary Consent For minor amendments generally in accordance with the plans and permit

	Section 72 For amendments that are more substantial, affect neighbouring properties or require alterations to permit conditions or to change what your permit allows
	Other Consent eg. Consent pursuant to a Section 173 agreement

Pre Application Advice

Has there been a pre-application advice provided by Council?	
If yes, please provide the Council planning officer 's name:	

The Amended Proposal

What is the amendment being applied for?*

You must give full details of the amendment being applied for. Insufficient or unclear information will delay your application.

- Indicate the type of changes proposed to the permit.
- List details of the proposed changes.
- If the space provided is insufficient, attach a separate sheet.

This application seeks to amend*

What the permit allows?		Plans endorsed under the permit?	
Current conditions of the permit?		Other documents endorsed under the permit?	
Details*			

Provide plans clearly identifying all proposed changes to the endorsed plans, together with: any information required by the planning scheme, requested by Council or outlined in a Council checklist; and if required, include a description of the likely effect of the proposal.

Development Cost

Estimate cost of development for which the permit is required*

If the permit allows development, estimate the cost difference between the development allowed by the permit and the development to be allowed by the amended permit.

Cost of proposed amended development		\$
Less cost of the permitted development:	-	\$
Equals Cost difference (+ or -):	=	\$
Insert 'NA' if no development is proposed by the permit. You may be required to verify this estimate.		

Existing Conditions		
Describe how the land is used and developed now*?		
Have the conditions of the land changed since the time of the original permit application?		No
		Yes
If yes, please provide details of the existing conditions.		
Details		
For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing.		

Title Information		
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?		
Encumbrances on title*		Yes. (if 'yes' contact Council for advice on how to proceed before continuing with this application.)
		No

		Not applicable (no such encumbrance applies).
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Provide a full, current (within the last 3 months) copy of the title for each individual parcel of land forming the subject site. (The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments' eg restrictive covenants.)

Applicant and Owner Details

Applicant* - The person who wants the permit

Title		First Name		Surname	
Organisation:	(if applicable)				
Address					
Suburb		State		Postcode	

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

Title		First Name		Surname	
Organisation	(if applicable)				
Address					
Suburb		State		Postcode	

Contact information Please provide at least one contact phone number
All application correspondence will be sent to the email address below.

Email*		Phone*	
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Owners details - The person or organisation who owns the land
Where the owner is different from the applicant, provide the details of that person or organisation.

Title		First Name		Surname	
Organisation	(if applicable)				
Address					
Suburb		State		Postcode	
Owner's Signature (optional)				Date	

Privacy

- Maroondah City Council (Council) is committed to protecting your privacy as prescribed by the Planning and Environment Act 1987 (PE Act) and the Privacy & Data Protection Act 2014 (PDP Act). The PE Act requires Council to make copies of various documents available for inspection by the public.
- 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 PE Act.
- If you cannot agree to this requirement, please contact Statutory Planning Administration for alternate lodgment procedures. You will be required to submit 'redacted' copies of all documents in addition to those required to assess the application to satisfy this condition.
- If you do not provide your name and address, Council will not be able to consider your application.
- Your application will be published on Council's Internet site www.maroondah.vic.gov.au and will be available at the Council office for any person to inspect on request in accordance with the public availability requirements in the PE Act. Copies may also be made available on request to any person for the relevant period set out in the PE Act.
- You can request access to your personal information by contacting Council's Privacy Officer on 1300 88 22 33 or email– privacy@maroondah.vic.gov.au

Copyright

You must not submit any personal information or copyright material of any other individual without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright

Privacy Declaration *		*Mandatory information	
<input type="checkbox"/>	I agree to all submitted information being published on Maroondah City Councils' internet site.		
SIGN HERE	Signature	Date	

Application Declaration			
SIGN HERE This form must be signed. Complete either A, B or C. Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.			
A	Applicant 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.		
	Signature	Date	
B	Applicant Contact I declare that I am the applicant contact; 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.		
	Signature	Date	
C	Owner I declare that I am the owner of the land and that all the information in this application is true and correct.		
	Signature	Date	

Checklist	
Have you:	
	Filled in the form completely?
	Paid or included the application fee? Most applications require a fee to be paid. Contact Council to determine the appropriate fee.
	Provided all necessary supporting information and document?
	Signed the declaration above?

Please send your completed application and supporting documents to Council via:

Mail

Maroondah City Council
PO Box 156
Ringwood VIC 3134

Email

maroondah@maroondah.vic.gov.au

If you have any questions in relation to the policy or the application procedure, please contact the Statutory Planning team on 1300 88 22 33.

Fees

Secondary Consent Amendment

\$369.80 (GST included)

Section 72 Amendment

Use, preamble, conditions

Use	\$1,496.10 (GST not applicable)
Change what the permit allows	\$1,496.10 (GST not applicable)
Change conditions which apply to the permit	\$1,496.10 (GST not applicable)

Single dwelling on a lot (including additions/alterations such as shed, carport, deck)

Cost of Development for Amendment	Amendment Fee (GST not applicable)
Up to \$10,000	\$226.90
\$10,001 - \$100,000	\$714.40
\$100,001 - \$500,000	\$1,462.50
\$500,001 - \$1,000,000	\$1,580.10
\$1,000,001 - \$2,000,000	\$1,580.10

Development (including unit developments, signage, factory, warehouse, apartment building)

Cost of Development for Amendment	Amendment Fee (GST not applicable)
Up to \$100,000	\$1,302.80
\$100,001 - \$1,000,000	\$1,756.60
\$1,000,001 - \$5,000,000	\$3,874.70
\$5,000,001 - \$15,000,000	\$3,874.70
\$15,000,001 - \$50,000,000	\$3,874.70
More than \$50,000,000	\$3,874.70

Cashier Use - See fees listed above.

AP: Prepayment: _____ Receipt Number: _____

Amount: \$ _____ Date Paid: ____/____/____

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Check above for Permit Number that is to be amended.

AP PP/PLANADD

Narrative – Application to Amend a Planning Permit – M/YYYY/XXX - Subject Address Payment Type: Cash/ Chq/ EFTPOS

Receipt Number: _____ Amount: \$ _____ Date Paid: ____/____/____