



SECONDARY CONSENT Request Form

Please use this form to make minor changes to your endorsed plan(s)

Normally a planning permit will contain the following condition:

The development as shown on the endorsed plan(s) must not be altered or modified without the prior written consent of the Responsible Authority

In the case where minor modifications to the endorsed plan(s) are required, the above condition allows for changes to be made, subject to the written consent of the Responsible Authority. This process is known as secondary consent.

When applying for secondary consent it is important to note that:

- there is no provision for public consultation or advertising – and as such the secondary consent provision is not appropriate where the changes would normally require re-advertising;
- the proposal cannot transform the permit to a use or development that was not previously considered and approved;
- permit conditions cannot be varied or deleted by secondary consent – this provision relates only to minor modifications to endorsed plans; and
- the proposal cannot approve changes that require a planning permit or which are contrary to any specific condition in the original permit.

An application for secondary consent is not automatically approved, as Council must consider all of the above matters. The Responsible Authority has the right to not approve the proposed amendment under secondary consent if it considers that the amendments contradict any of the above criteria.

If it is decided that the changes cannot be approved under secondary consent, the Responsible Authority will advise you how to apply for a permit amendment or a new permit.

Original Planning Permit

Permit Number: Date Issued:

Address of the Land:

What the Planning Permit Allows:

Describe what works (including demolition) have commenced on the site (if any):
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The Applicant

Name: Organisation:

Postal Address: Postcode:

Contact Phone No (Business Hours): Mobile Phone No:

Email Address:

Owner's Consent: YES NO

