



Office Use Only	
Date Received	
Application Fee	
Receipt Number	
Extension Approved	1 year / 2 year / Refused / Other
Responsible Officer	
New Start Date	
New Completion Date	

Application for Extension of Time to a Planning Permit

(Under Section 69 of the *Planning & Environment Act 1987*)

Privacy Notification

The personal information requested on this form is collected for planning purposes in accordance with the *Planning & Environment Act 1987* (the *Act*). If you fail to provide contact details your submission will not be considered. All information collected as part of this permit application will be made available for public inspection in accordance with Section 51 of the *Act*, unless you specifically request confidentiality. The information collected about you as part of the planning permit process will be made available at your request.

PLEASE PRINT CLEARLY

Extension of Time Request

Time requested:

One Year Two Years Others (please specify):

Extension of time relates to:

- Commencement Expiry
- Certification
- Completion Expiry
- Commencement & Completion Expiry

PLEASE NOTE

A permit holder may request an extension of time before or within 6 months after the commencement expiry date, where the use or development allowed by the permit has not yet started; or within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.

If the request is made out of time, Council cannot consider the request and the permit holder will not be able to apply to VCAT for a review of the matter.

Planning Permit Number

Planning Permit Number of the permit to be extended:

Date of original permit issued:

The Land

Current Address of the land the planning application relates to:

Unit No: _____ Street No: _____ Lot: _____

Street Name: _____

Suburb: _____ Post Code: _____

Previous Address (if applicable) of the land the planning application relates to:

Unit No: _____ Street No: _____ Lot: _____

Street Name: _____

Suburb: _____ Post Code: _____

Applicant & Owner Name and Contact Details

The person you want Council to communicate with about the application.

Name: _____

Organisation: _____

Postal Address: _____

_____ Postcode: _____

Phone No: _____

Email: _____

Fax: _____

Owner's Details (if not applicant)

Name: _____

Organisation: _____

Postal Address: _____

_____ Postcode: _____

Reason for the Extension Request

Why is the extension of time required? (A reason must be given)

Attach additional page if required.

Have there been any previous extensions of time to this permit?

PLEASE NOTE

This section must be completed for Council to consider this request.

Declaration by Owner or Occupier

This part must be completed by the owner or occupier.

I consent to this application being made:

Name: _____

Signature: _____

Date: / /

PLEASE NOTE

Proof of ownership or occupancy may be required.

Declaration by Applicant

This part must be signed

I declare that all information in this application is true and correct:

Name: _____

Signature: _____

Date: / /

PLEASE NOTE

It is against the law to provide false or misleading information, which could result in a fine.

Lodgement & Fee

Fee applicable:

Please contact Council for the correct fee or visit Council's website – www.ballarat.vic.gov.au

Lodge the completed and signed form, appropriate fee and any attached documents to:

Mail, including cheque (payable to the City of Ballarat)
PO Box 655
BALLARAT VIC 3353

In Person
25 Armstrong Street South, Ballarat

PLEASE NOTE

This application form must be completed in full and the application fee must be paid prior to this request being lodged.

Statutory Planning
General Enquires: (03) 5320 5640
Email: ballcity@ballarat.vic.gov.au
Website: www.ballarat.vic.gov.au