



**Macedon  
Ranges**  
Shire Council

**Statutory  
Planning**

T: (03) 5422 0333 | [mrsc.vic.gov.au](http://mrsc.vic.gov.au) | ABN 42 686 389 537 | All fees are inclusive of GST

## Amend an Undecided Planning Permit Application

## Section 50/57A

Use this form to amend an **undecided application** for a planning permit. Note: to amend a planning permit that has already been issued use the *Application to Amend a Planning Permit* form instead.

For assistance completing this form, call Statutory Planning on (03) 5421 9699.

### Applicant Details

**Name:** \_\_\_\_\_ **Organisation:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

### FEES

Fees may apply:

- If notice of the application (advertising) has been given, a fee of 40% of the original fee class/s will apply.
- If the cost of development has increased and changes the applicable fee class, the difference between the fee class paid and the new fee class will also apply.
- If the amendment adds a use or development for which a fee has not been paid, this fee will also apply. Note: where more than one fee applies to an application the highest fee is charged in full and additional fees are charged at 50%.

Confirm the applicable fees with the planning officer for your application prior to making payment. Alternatively, submit this form without payment and we will advise you of any applicable fees.

### Office Use Only



AP PP/STATP

Receipt no:

Date:

Received by:

Paid:

\$

### Credit card payment authorisation (see next page for alternative payment options)

Mastercard

☐

Visa

☐

I authorise you to charge the following amount to my credit card: \$

Name on card:

Credit card number:

Expiry date (MM/YY):

Signature:

## Application Details

**Address of the land:** \_\_\_\_\_

**Application number:**      **PLN/** \_\_\_\_\_

**Proposed Amendment:**

Describe the proposed changes to the application.

(attach a separate sheet if space is insufficient)

**Revised Development Cost:**      \$ \_\_\_\_\_ **OR** ☐ unchanged from original application

**Ensure that you have attached:**

☐ A copy of revised plans showing all proposed changes (if applicable).

## Declaration (must be completed)

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 application.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Privacy Collection Notice

Macedon Ranges Shire Council is committed to protecting your privacy. The personal information you provide on this form is being collected for the primary purpose of assessing your planning application.

Where required, the personal information being collected will be provided to any persons who wish to inspect your application prior to a decision being made, and to Council staff and external agencies involved in the planning process, in accordance with the Planning and Environment Act 1987.

If your application requires public notification (advertising) it will also be made available online on Council's website until the final decision is made on the application. If you **do not** consent to your personal information being available online, check this box ☐ and we will redact your personal information prior to making your application documents available online.

If your application contains personal information of any other parties you must gain their consent to include their personal information in your application and provide them with a copy of this notice.

Your personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. If you wish to gain access to, or alter, any personal information you have supplied on this form, contact us on (03) 5422 0333.

You can access Council's Privacy Policy at [mrsc.vic.gov.au/privacy](http://mrsc.vic.gov.au/privacy)

## HOW TO SUBMIT AND PAY

**EMAIL:** Send completed form and plans to [mrsc@mrsc.vic.gov.au](mailto:mrsc@mrsc.vic.gov.au).

**IN PERSON:** Bring completed form and plans to one of our service centres and pay with cash, cheque/money order, EFTPOS or credit card (Mastercard/VISA).

**POST:** Mail completed form and plans to:

Macedon Ranges Shire Council, PO BOX 151, KYNETON VIC 3444

Complete attached credit card payment authorisation or pay over the phone.

**PHONE:** Submit your application documents by email or post and call (03) 5422 0333 to pay by credit card over the phone.