



## Request for Secondary Consent

**Fee: \$273**

Applicant Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Planning Permit details

Planning Permit No: \_\_\_\_\_ Land address: \_\_\_\_\_


The permit allows: \_\_\_\_\_

Description of works already commenced: \_\_\_\_\_

Detail changes for which consent is being sought: \_\_\_\_\_

Note: if the applicant is not the owner of the land, consent must be provided in writing by the owner/agent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only			
	Receipt no:	_____	Date: _____
	Received by:	_____	Paid: \$ _____

### Privacy

The collection and handling of personal and health information is in accordance with Council's Privacy Policy which is displayed on Council's website, [mrsc.vic.gov.au/privacy](http://mrsc.vic.gov.au/privacy) and available for inspection at or collection from Council's customer service centres.

### Payment options

**In person:** present this form and payment (cash, cheque/money order, eftpos or credit card) at one of our Service Centres.

**By Mail:** cheque or money order – payable to Macedon Ranges Shire Council, or complete Credit Card payment authorisation below. Mail this form and payment to PO BOX 151 KYNETON VIC 3444 or Email to [mrsc@mrsc.vic.gov.au](mailto:mrsc@mrsc.vic.gov.au).

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### Credit card payment authorisation

Mastercard  Visa

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

Name on card: \_\_\_\_\_

Credit card number: 

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Expiry date (xx/xx): \_\_\_\_\_ Signature: \_\_\_\_\_

### Obtaining Owners Consent

*Owners Consent is to be in writing with a signature from the relevant property owner or owner's corporation manager. A rates notice or other proof of ownership is required where you are the property owner.*

#### **Privacy Statement:**

*Macedon Ranges Shire Council is committed to protecting your privacy. The personal information requested on this form is being collected by Macedon Ranges Shire Council for the purpose of assessing planning permit applications, parts of which are set out in the Planning and Environment Act 1987 (PE Act). The personal information will be used for the following purposes:*

- *Correspond with you about your permit application*
- *If necessary, notify affected parties who may wish to inspect your application so that they can respond – this may be a notice onsite, in a notice online, and/or by post*
- *Or, for any other directly related, or reasonably related purposes.*

*The information you provide will be made available:*

- *On Council's permit register (no name or personal details are visible in the online register)*
- *To any person who may wish to inspect your application until the application process is concluded, including any review at the Victorian Civil and Administrative Tribunal*
- *To relevant officers within Council and other pertinent Government agencies directly involved in the planning process*
- *To persons accessing information in accordance with the Public Records Act 1973, Planning and Environment Act 1987 (PE Act) or the Freedom of Information Act 1982.*

*It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to Macedon Ranges Shire Council, please contact the Statutory Planning Department by telephone 03 5422 0333 or email [planning@mrsc.vic.gov.au](mailto:planning@mrsc.vic.gov.au)*