



Request for Secondary Consent

Use this form to request consent for **minor** changes to plans endorsed under an existing planning permit. Note: More significant changes will require an *Application to Amend a Planning Permit* instead.

For the most up-to-date fee information, please visit the [Planning forms and fees - Macedon Ranges Shire Council](#) page.

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

Applicant Details

Name: _____ **Organisation:** _____
Phone: _____ **Email:** _____
Address: _____

Contact Person (if different from applicant)

Name: _____ **Organisation:** _____
Phone: _____ **Email:** _____
Address: _____

Owner (if different from applicant)

Name: _____ **Organisation:** _____
Phone: _____ **Email:** _____
Address: _____

Application Details

Address of the land: _____

Existing permit no: PLN/ _____

Consent sought:

Describe the changes to the endorsed plans that you are requesting consent for.

Ensure that you have attached:

- A copy of the Title (obtained within the last three months), including the plan of subdivision and a copy of any restrictive covenant or Section 173 Agreement that applies to the land.
- A copy of the plans that are to scale and show the changes you are seeking consent for.

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

How to submit application form

Email: mrsc@mrsc.vic.gov.au

Post: Macedon Ranges Shire Council PO Box 151 Kyneton VIC 3444

In person: At any of our service centres

How to pay application fee

Online: An invoice will be issued upon receipt of your application and will include a link for online payment of the fee

Phone: call our customer service team on (03) 5422 0333 (Mastercard and Visa accepted)

Post: cheque or money order – payable to Macedon Ranges Shire Council. Mail this form and payment to PO Box 151 Kyneton VIC 3444

In person: present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our service centres

Office Use Only



AP/STATP/Prepayment

Receipt no:

Date:

Received by:

Paid:

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