

SECONDARY CONSENT

Request Form

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

A planning permit will generally 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 plans 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**.

Under a secondary consent application it is important to note that:

The proposal cannot change the permit to a use and development that was not previously considered and approved;

Permit conditions cannot be amended or deleted by secondary consent;

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 advertising;

The proposal cannot approve changes that require a planning permit or which are contrary to any specific condition in the original permit issued.

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



Original Planning Permit Details

| | |
|----------------------------------------------------------|-------------------------------|
| Permit Number: | Date Issued: |
| Address of the Land: | |
| What the Planning Permit Allows: | |
| Describe what works have commenced on the site (if any): | |
| Name: | Organisation (if applicable): |
| Postal Address: | |
| Contact No: | Mobile: |
| Email Address: | |
| Owner's Consent: YES NO | |