

# Application for an Extension of Time to a Planning Permit

01 July 2024 - 30 June 2025

Section 69 of the Planning and Environment Act 1987 (PE Act) allows an applicant to make an application to Council for an extension of time for either commencement or completion.

A request can be made:

- Before the permit expires or within 6 months afterwards, or
- Within 12 months after the permit expires if the development has lawfully commenced.

Note: If these time frames have elapsed, Council cannot extend the permit under the PE ACT. In these cases a new Planning Permit application will be required.

## Need Help?

Please contact Statutory Planning if you need help completing this form or if you are unsure about the information we need to process the application.

You can also visit [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au) or call us on 1300 88 22 33. **You can also apply online.**

Applicant Details				*Mandatory information	
Title		First Name*		Surname*	
Organisation	(if applicable)				
Address *					
Suburb		State		Postcode	
Email*			Phone		

Owner Details				*Mandatory information	
Where the owner is different from the applicant, provide the details of that person or organisation.					
Title		First Name*		Surname*	
Organisation	(if applicable)				

Address *				
Suburb		State		Postcode
Owner's signature (if not also applicant)			Date	

**Planning Permit Details \***

Planning Permit No.	
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Address of the land	
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Suburb		Postcode	
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What does the permit allow?	
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What component of the permit would you like to extend?	
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eg. The construction of 3 dwellings and vegetation removal, Subdivision of the land into x lots.

Why do you need to extend the permit?	
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When does the permit currently expire?	
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Has the permit previously been extended?	Yes
	No

Are you applying to extend the:	Commencement Date
	Completion Date

How long do you want to extend the permit for?	
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**For commencement date only**

Is this extension request being made before the permit expires or within 6 months after?	Yes
	No (new permit application required)

**For completion date only**

**Is this extension request being made before the permit expires or within 12 months after?**

- Yes
- No (new permit application required)

**Has the development lawfully commenced?**

- Yes (please attach proof of commencement)
- No (new permit application required)

**Applicant Declaration \***

The following declaration must be signed by the applicant.

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 this permit application.

<b>SIGN HERE</b>			
Signature		Date	

**Lodgment and Payment Options**

Application with Cheque or Money Order can be posted to *PO Box 156 Ringwood 3134*  
 Applications can be made and paid in person at our Customer Service Centres:

**Realm**, Ringwood Town Square, 179 Maroondah Highway, Ringwood (Opposite Ringwood Station)  
 Hours: 9am-8pm Monday - Friday, 10am-5pm Saturday, Sunday and public holidays

**Croydon Library**, Civic Square, Croydon  
 Hours: 8.30am-5pm Monday - Friday

**Privacy Collection Statement**

Maroondah City Council (Council) is committed to protecting your privacy as prescribed by the Planning and Environment Act 1987 (PE Act) and the Privacy & Data Protection Act 2014.

Your application and the personal information on this form is collected by Council for the purposes of the application process as set out in the PE Act.  
 If you do not provide your name and address Council will not be able to consider your application.  
 Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law.

You can request access to your personal information by contacting Council’s Privacy Officer on 1300 88 22 33 or email– [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)

**Fees**

Application Fee      **\$368.00** (GST included)

**Cashier Use** - See fee listed above

AP: Prepayment: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_ / \_\_\_ / \_\_\_

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 Check above for Permit Number that is to be extended

AP    PP/PLAN    ADD

Narrative – Application for Extension of Time - M/YYYY/XXX – Subject Address    Payment Type: Cash/ Chq/ EFTPOS

Receipt Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date Paid: \_\_\_ / \_\_\_ / \_\_\_