



PLANNING – AMENDMENT / REVIEW TO APPROVALS

People often find that they want to change their plans, either during the course of a planning application, or later when implementing conditions. You can make amendments to the current approved application if the amendments are considered minor by the Manager of Planning. You must provide copies of the plans as set out in the Information Required for Planning Application form and a description of the variations requested.

Where changes are proposed, the Manager of Planning will have to decide whether this can be considered as an amendment, or whether the change is so significant that it warrants a new application. If a new application is required, you will normally be notified within 5 working days.

There are 3 basic criteria for judging whether changes can be dealt with as amendments (for more detail, see the chart in this leaflet):

- the degree of physical change, including the siting, size and design of buildings, accesses, parking, etc;
- the degree of change to the proposed uses;
- the impact of the changes on planning considerations such as neighbours' amenity, the appearance of the area.

In some cases, new consultations or publicity may be required, in this case an advertising fee must be paid at the time of lodgement.

PLANNING APPLICATION CHECKLIST

Application

- Landowner's details
- Applicant's details (may be the same as the landowner).
- Description of the proposed development including estimated cost and completion date.
- Application signed by landowner and application. If more than one owner, all owners must sign or give written permission to lodge application. This includes all owners of a Strata Plan, or evidence of permission to lodge application
- Payment of applicable fees, Application and possible advertising fee.

Site Plans

- Three (3) copies of the site plan with the proposed development at a scale of not less than 1:500 with scale indicated on the plan. A3 copies to be provided for advertising.
- North point indicated.
- Property description on plan, indicating Lot and Deposited Plan numbers.
- Location of existing and proposed development on site. Location of septic tanks, trees, etc should also be indicated.
- Access to site clearly indicated

Amendments to current planning application will not normally be accepted where this would delay the decision of the application beyond Government targets. Amendments where planning permission has already been granted will not normally be accepted where the amendment is significant enough to require publicity or consultations.

Cases which can normally be treated as amendments		
Type	Amendments to current planning applications	Amendments where planning permission has already been granted
Resiting of a building	Minor resiting	Minimal resiting only (normally less than 0.3 metres)
Reducing the size of a building	✓	Minor reductions, depending on the effect on the appearance of the building and on neighbours' amenity.
Increasing the size of a building	Minor increases in size, depending on the effect on the appearance of the building and the area, and the effect on neighbours' amenity	Minimal increases in size only (normally less than 0.3 metres in any dimension), depending on the effect on the appearance of the building and the area, and the effect on neighbours' amenity.
Change of elevations	Substantial changes to elevations, depending on the effect on the appearance of the building and the area, and the effect on neighbours' amenity	Only if the appearance of the building and the area and its impact on neighbours' amenity would not change significantly
Change of internal design	✓	Yes, unless the external appearance and use of the building would be significantly affected
Change of external materials	✓	Yes, unless the character or appearance of the building is important and the materials are crucial in this regard and/or if materials are prescribed by a planning condition
Change of access or parking	Substantial changes to access arrangements (usually with further publicity if the access is moved to a different position)	Minor revisions to access only
Change of use	Minor changes only	x
Change of applicant	x	x