



# A Guide to Amend an Approved Development Plan by Secondary Consent

AMEND DEVELOPMENT PLAN

## What is Secondary Consent?

Many planning permits contain a condition which reads “The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority”. This allows Council to approve minor amendments to a plan endorsed as part of a Planning Permit.

Council may only amend an endorsed plan by secondary consent if:

- the amendment does not result in a transformation of the proposal;
- the amendment does not authorise something for which primary consent (ie. a permit) is required under the Planning Scheme;
- the amendment is of no consequence having regard to the purpose of the planning control under which the permit was granted;
- the amendment is not contrary to a specific requirement within the permit which itself cannot be altered by consent.

If an amendment does not satisfy these tests, an application under Section 73 of the Planning and Environment Act will be required.

Changes to plans that would impact on an adjoining property, and would therefore require advertising, cannot be approved by secondary consent.

## What Information is required to be submitted?

- Secondary Consent Application Form
- Written list of the amendments to the plans
- Plans - One (1) copy with all amendments highlighted
- Applicable fee

Failure to submit appropriate information will delay assessment until all of the information has been provided.

## Unanswered Questions? Who should I ask?

For questions about:- This Guide, or about the Monash Planning Scheme, you should contact Council’s Town Planning Section.

Phone: **9518 3555** or visit the Council Offices at **293 Springvale Road, Glen Waverley.**