

Information Sheet – Submitting plans to comply with permit conditions

When is this required?

Planning Permits almost always contain a number of conditions that must be met when developing or using a parcel of land in a particular way. On occasions this may include a requirement to submit amended plans for endorsement prior to commencement.

These conditions are commonly known as ‘Condition 1 plans’, and often are worded in the following manner:

The development must not be commenced until one (1) copy of amended plans have been submitted to and approved by the Responsible Authority. The plans must be drawn to scale and dimensioned in metric. The plans must be generally in accordance with the submitted plans but modified to show:

(a) *

to the satisfaction of the Responsible Authority.

Please note, the requirement for amended plans may not always be listed in the first condition of a permit or may be worded differently to that above. It is the applicant’s responsibility to carefully read all conditions on their permit before commencing.

What do I need to include with my application?

To assist Council in dealing with your application as quickly as possible, please provide the following information:

1. The completed application form (attached).
2. One (1) copy of the plan/s (and any other documents) amended to comply with the relevant conditions. These plans must be to an appropriate scale and fully dimensioned, and clearly identify the amendments required.

Please note this is the minimum information required for lodgement. If the above information is not provided then your application may not be accepted and will be returned to you. Depending on the nature of the amendments to the plans required, additional information may be required by the assessing Planning Officer after the registration process.