

## User Guide 7 Application to Amend a Planning Permit

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### Purpose of this User Guide

The purpose of this User Guide is to provide assistance to Applicant Contacts and Responsible Authorities about amending a planning permit that has been issued in SPEAR.

### Who should read this?

Primary audience: **Applicants** and **Responsible Authorities**

### Introduction

Once a Responsible Authority has issued a planning permit, the Applicant Contact can submit an 'Application to Amend a Planning Permit'. The application form will be viewed and assessed by the Responsible Authority in SPEAR. The Responsible Authority may either accept or reject the application.

In accepting the application, the Responsible Authority can require further documentation and additional information to be supplied by the Applicant Contact. The Responsible Authority will also be required to re-check whether the additional advertising and/or referrals are required because of the proposed changes to the planning permit.

If the Responsible Authority accepts the amendment application, they must make an 'Amended Planning Permit decision' (similar to permit decision). The Responsible Authority may choose to issue a 'Notice of Decision' (NOD) to grant an amended planning permit, a 'refusal' or a 'grant of the amended planning permit'. In the case of a NOD or refusal, the original planning permit remains valid.

If the Responsible Authority grants an 'Amended Planning Permit', the original permit is no longer valid and will be watermarked 'Superseded'.

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### 7.1 How does the Applicant Contact apply to amend a planning permit in SPEAR?

Once a planning permit has been granted in SPEAR, the Applicant Contact is able to apply to amend the planning permit by selecting the optional action 'Add Application to Amend Planning Permit' from the 'Other Actions' drop-down list on the Details Tab.

▼ **Applicant Contact - Brisbane Surveyors has no actions required** (hide)

Application for Planning Permit & Certification	Supplied	27/10/2009	Modify ▾	go
Owners Consent	Supplied	27/10/2009		
Copy of Title (Vol/Fol: 10860/218)	Supplied	27/10/2009		
Plan of Subdivision or Consolidation (Number of Pages: 1, Surveyor's Plan Version: 1)	Digitally Signed	27/10/2009	Modify ▾	go
Endorsed Plan (Number of Pages: 3, Surveyor's Plan Version: 2)	Supplied	24/11/2009	Modify ▾	go
<input checked="" type="checkbox"/> Proposed Changes To Responsible Authority	Performed	24/11/2009		
Planning Property Report (06/01/2011 01:37 am)	Retrieved	06/01/2011		

**Actions**

Other Actions... go

Other Actions...

- ▶ Res Add Abstract of Field Records
- ▶ Res Add Advice by Licensed Surveyor (Form 13)
- ▶ Ref **Add Application To Amend Planning Permit**
- ▶ Ref Add Compiled Plan Sheets
- ▶ Obj Add Covenant Document
- ▶ Obj Add Covering Letter

actions required (show)

SPEAR presents a form to the user, to indicate what is being changed. Complete all relevant fields and click 'continue'.

**Apply to Amend a Planning Permit**

**Application to amend the following Planning Permit**

[Decision - Planning Permit \(26/11/2009 03:58 pm, Planning Permit, Endorse Now\)](#)

**Details of Proposed Amendment**

1. Planning Permit Number being amended

2. Proposed Amendment (Select one or more options below OR enter Proposed Amendment Details):

What the permit allows       Plans endorsed under the permit

Current conditions of the permit       Other documents endorsed under the permit

Modify the current wording of the proposal as required

<b>Original</b>	<b>Amendment</b>
<input type="text" value="text"/>	<input type="text"/>

3. Development Cost

Amended Cost Estimate	Cost of Permitted Development	Cost Difference
\$ 78 <input type="text"/>	- \$ 78 <input type="text"/>	= \$ 0 <input type="text"/>

4. Existing Conditions

Once the document is authenticated, it will be saved in SPEAR and an email notification sent to the Responsible Authority notifying them of the application. SPEAR will create a mandatory action for the Responsible Authority to assess the application to amend the planning permit.

[Application To Amend Planning Permit](#) Not Authenticated 20/11/2013 Authenticate - Password ▾ go

If any of the application documents, including plans and reports, also require amending, select the 'modify' option beside each relevant document and add a new version of each as necessary.

▼ **Applicant Contact - Brisbane Surveyors has no actions required** (hide)

<a href="#">Application for Planning Permit &amp; Certification</a>	Supplied	27/10/2009	Modify	go
<a href="#">Owners Consent</a>	Supplied	27/10/2009		
<a href="#">Copy of Title (Vol/Fol: 10860/218)</a>	Supplied	27/10/2009		
<a href="#">Plan of Subdivision or Consolidation (Number of Pages: 1, Surveyor's Plan Version: 1)</a>	Digitally Signed	27/10/2009	Modify	go
<a href="#">Endorsed Plan (Number of Pages: 3, Surveyor's Plan Version: 2)</a>	Supplied	24/11/2009	Modify	go
<input checked="" type="checkbox"/> <a href="#">Proposed Changes To Responsible Authority</a>	Performed	24/11/2009		
<a href="#">Planning Property Report (06/01/2011 01:37 am)</a>	Retrieved	06/01/2011		
<a href="#">Application To Amend Planning Permit</a>	Supplied	20/11/2013		

**Actions**

Other Actions... **go**

Add the new document with a description of the changes. Click 'add now' to continue and authenticate the document.

**Add Plan of Subdivision or Consolidation**

Attach file (PDF, A3, Max file size 10240 KB)  
 Plan.pdf

Surveyor's plan version number

Do you wish to Digitally sign the Plan of Subdivision or Consolidation under Regulation 14.1 of the Surveying (Cadastral Surveys) Regulations 2005?  
 Do you wish to make a copy of this Plan of Subdivision or Consolidation as your Plan for Endorsement? Note this will replace any existing version of the Plan for Endorsement.

Version information (describe what has changed since the last version in **SPEAR**. For example: New easement on southern boundary of Lots 10 - 15)

Please note the information provided in the attachment/form may be viewed by the public.  
 For more information, please refer to the [SPEAR Website Privacy Statement](#).

**add now** **cancel**

When the user has modified and added any new documents, click the mandatory action 'submit all changes to Responsible Authority' to notify them of the proposed changes. You will be required to make a declaration regarding the material being submitted.

**Actions**

[Submit All Proposed Changes To Responsible Authority](#) **Action required**

Other Actions... **go**

The Responsible Authority will now have a mandatory action to assess the proposed amendments.

## 7.2 How does the Applicant Contact withdraw an application to amend planning permit?

If an application to amend a planning permit is no longer required before it is submitted to the Responsible Authority, it can be deleted.

Once an application to amend a planning permit has been submitted to the Responsible Authority, it can be withdrawn provided the Responsible Authority has not begun processing it.

## 7.3 How does the Responsible Authority assess an application to amend the planning permit / or application documents?

Once an application to amend the planning permit has been lodged through SPEAR, the Responsible Authority will have a mandatory action to 'Assess Application to Amend Planning Permit'.

The Responsible Authority may also have the mandatory action to 'Assess Proposed Change to Application' if the Applicant Contact has lodged new documents or modified existing documents.



Responsible Authority - Whittlesea City Council has actions required (hide)			
<a href="#">Application Acceptance / Rejection (Application Accepted)</a>	Done	27/10/2009	
<a href="#">Responsible Authority Reference Number</a>	Supplied	27/10/2009	Modify go
<a href="#">Advertising Instructions (27/10/2009 04:41 pm, No advertising required, Section 52)</a>	Supplied	27/10/2009	
<a href="#">Referral Request (27/10/2009 04:42 pm, Referred)</a>	Requested	27/10/2009	
<a href="#">Decision - Planning Permit (24/11/2009 03:12 pm, Planning Permit, Endorse Now, Superseded)</a>	Supplied	24/11/2009	
<input checked="" type="checkbox"/> Endorse Plans / Reports	Performed	24/11/2009	
<a href="#">Assess Proposed Changes to Application (Submitted: 24/11/2009 03:13 pm)</a>	Done	24/11/2009	
<input checked="" type="checkbox"/> Endorse Plans / Reports	Performed	24/11/2009	
<a href="#">Decision - Planning Permit (26/11/2009 03:58 pm, Planning Permit, Endorse Now)</a>	Supplied	26/11/2009	Correct go
<input checked="" type="checkbox"/> Endorse Plans / Reports	Performed	26/11/2009	

Actions

- [Re-check Referral Request](#) Action required
- [Assess Application to Amend Planning Permit](#) Action required (View Application)
- Other Actions... go

In the example above, the Applicant Contact has lodged an amendment to the planning permit and altered or added documents. If the Applicant Contact only wished to amend the permit, the Responsible Authority would have only the mandatory action to 'Assess Application to Amend Planning Permit'.

The Responsible Authority must process each of the mandatory actions (as applicable). Click the mandatory action 'Assess Application to Amend Planning Permit' and select a radio button to indicate whether it 'accepts', 'accepts but requires additional documentation', or 'rejects the application'.

Assess Application to Amend Planning Permit

**Assessment Decision**

Whittlesea City Council accepts this application to amend a Planning Permit and do not require any further documents to be submitted.  
 Whittlesea City Council accepts this application to amend a Planning Permit and require additional documents to be submitted.  
 Whittlesea City Council rejects this application to amend a Planning Permit. Please attach reason for rejection on the next screen.

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**Application to amend the following Planning Permit**

[Decision - Planning Permit \(26/11/2009 03:58 pm, Planning Permit, Endorse Now\)](#)

**Details of Proposed Amendment**

1. Planning Permit Number being amended

2. Proposed Amendment (Select one or more options below OR enter Proposed Amendment Details):

What the permit allows       Plans endorsed under the permit  
 Current conditions of the permit       Other documents endorsed under the permit

Modify the current wording of the proposal as required

Original	Amendment

Rejecting the application will notify the Applicant Contact of the rejection and the current planning permit will remain unaffected.

If the Responsible Authority accepts the proposed amendment, the Responsible Authority user needs to authenticate the action. SPEAR will notify the Applicant Contact that the proposed amendment has been accepted and will be processed by the Responsible Authority.

**NOTE: This does not infer that the Responsible Authority will support or approve the amendment.**

If the Responsible Authority accepts, but requires additional documents to be submitted, the Responsible Authority will be presented with a form to specify the documents required. This will place mandatory actions on the Applicant Contact to add the documents.

When the Responsible Authority is ready to make the amended permit decision, and if the status of the application allows for it, the user will also need to indicate whether or not the existing certification (if certified) is impacted. If the existing certification decision is impacted, a notification will be sent to the Applicant Contact advising they may need to submit a Form 8 (Request for Re-Certification).

If the Responsible Authority rejects the proposed amendment request, the Responsible Authority user will be required to attach a document describing why the proposed amendment could not be accepted by the Responsible Authority and authenticate the action.

## 7.4 How does the Responsible Authority assess an application to amend the application documents?

**Assess application to amend planning permit - Additional Documents Required**

In order to complete the assessment of the application to amend a planning permit, new versions of the following documents are required:

- [Owners Consent](#)
- [Copy of Title \(Vol/Fol: 10860/218\)](#)
- [Endorsed Plan \(Number of Pages: 3, Surveyor's Plan Version: 2\)](#)
- [Plan of Subdivision or Consolidation \(Number of Pages: 3, Surveyor's Plan Version: v2\)](#)
- Add Digital Survey Geometry
- Add Other Document Type
- Add Landscape or vegetation plan
- Add Surveyors Report
- Add Neighbourhood and Site Description
- Add Compiled Plan Sheets
- Add Covering Letter
- Add Photos
- Add Covenant Document
- Add Site context and design response (Subdivision)
- Add Abstract of Field Records

When an Applicant Contact modifies or adds new documents to SPEAR, a mandatory action is placed on the Responsible Authority to 'Assess Proposed Changes to Application'.

The Responsible Authority user must process this action, by clicking the mandatory action, viewing the added / modified plans, and choosing to either 'Accept the proposed changes', 'Accept the proposed changes with additional fees', or 'Reject the proposed changes'.

**NOTE: This does not infer that the Responsible Authority will support or approve the proposed changes.**

▼ Responsible Authority - **Whittlesea City Council has actions required** (hide)

<a href="#">Application Acceptance / Rejection (Application Accepted)</a>	Done	27/10/2009	
<a href="#">Responsible Authority Reference Number</a>	Supplied	27/10/2009	Modify go
<a href="#">Advertising Instructions (27/10/2009 04:41 pm, No advertising required, Section 52)</a>	Supplied	27/10/2009	
<a href="#">Referral Request (27/10/2009 04:42 pm, Referred)</a>	Requested	27/10/2009	
<a href="#">Decision - Planning Permit (24/11/2009 03:12 pm, Planning Permit, Endorse Now, Superseded)</a>	Supplied	24/11/2009	
<input checked="" type="checkbox"/> <a href="#">Endorse Plans / Reports</a>	Performed	24/11/2009	
<input checked="" type="checkbox"/> <a href="#">Assess Proposed Changes to Application (Submitted: 24/11/2009 03:13 pm)</a>	Done	24/11/2009	
<input checked="" type="checkbox"/> <a href="#">Endorse Plans / Reports</a>	Performed	24/11/2009	
<input checked="" type="checkbox"/> <a href="#">Decision - Planning Permit (26/11/2009 03:58 pm, Planning Permit, Endorse Now)</a>	Supplied	26/11/2009	Correct go
<input checked="" type="checkbox"/> <a href="#">Endorse Plans / Reports</a>	Performed	26/11/2009	

**Actions**

- [Re-check Referral Request](#) Action required
- [Assess Application to Amend Planning Permit](#) Action required (View Application)
- Other Actions... go

In the example above, the Responsible Authority user needs to click on the [Assess Proposed Changes to Application](#) link and, in the example below, choose one of the radio buttons to 'accept', 'accept with fees', or 'reject'.

**Assess Proposed Changes to Application**

The Applicant Contact (Brisbane Surveyors) has proposed the following changes to this application:  
[Proposed Plan for Endorsement \(Number of Pages: 3, Surveyor's Plan Version: 2\)](#) Font setback altered

NOTE: The Applicant Contact has made the following declaration in relation to these proposed changes:  
 Applicant Contact has notified the Owner(s)

Please review the changes and indicate whether you accept the set of changes as a whole

- Accept the changes, with no further fee payable.
- Accept the changes, with a further fee payable. This fee may be invoiced via SPEAR but payments remain external to SPEAR.
- Reject the entire set of changes. One or more documents may not be valid for the current application, OR the proposed changes are too significant for the current application and a new application is now required.

Notification of your assessment decision will be sent to the Applicant Contact. The following comments will be included in the notification. Describe here additional payment details, if accepting, or reasons for rejection.

If the Responsible Authority rejects the proposed changes, the user will be required to attach a document describing why the proposed changes could not be accepted by the Responsible Authority and authenticate the action.

In all cases, the action must be authenticated by the Responsible Authority user, which notifies the Applicant Contact of the decision.

## 7.5 What occurs after the 'Application to Amend Planning Permit' and / or 'Application to amend the application documents' has been accepted by the Responsible Authority?

After the Responsible Authority user has accepted the proposed amendments or proposed changes / new documents, SPEAR requires the Responsible Authority to re-check the advertising and referral requirements.

Click the mandatory action 'Re-check Advertising Instructions' and provide required advertising direction to the Applicant Contact. Authenticate the action to notify the Applicant Contact. See User Guide 4 for details on advertising.

**Actions**

<a href="#">Re-check Referral Request</a>	Action required	
<a href="#">Assess Application to Amend Planning Permit</a>	Action required	<a href="#">(View Application)</a>
<a href="#">Assess Proposed Changes to Application (Submitted: 22/11/2013 10:27 am)</a>	Action required	
<input type="button" value="Other Actions..."/>		<input type="button" value="go"/>

Click the mandatory action 'Re-check Referral Request', and select any required referrals, as necessary. Authenticate the action to notify the referral authorities and Applicant Contact.

## 7.6 How does a Responsible Authority amend a planning permit in SPEAR?

Making an amended planning permit decision in SPEAR is the same process as the original planning permit decision with the same options ('Grant', 'Refuse' or 'NOD') available to the Responsible Authority. The decision must also be authenticated.



The screenshot shows a user interface element titled "Actions". It contains a dropdown menu with the selected option "Make Decision - Amended Planning Permit" and a red status indicator "Action required". Below the dropdown is another dropdown menu labeled "Other Actions..." and a blue "go" button.

Refer to User Guide 6 for detailed instruction on issuing the planning permit and endorsing application documents.

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### Need more information?

Further information on this topic can be found by:

- Visiting the SPEAR website [www.spear.land.vic.gov.au/SPEAR](http://www.spear.land.vic.gov.au/SPEAR).
- Contacting the SPEAR Service Desk on 9194 0612 or email [spear.info@delwp.vic.gov.au](mailto:spear.info@delwp.vic.gov.au)
- Selecting the [Help](#) link in the relevant area of the system.
- Referring to User Guide 6 – Issuing a Planning Decision.