



# Application for Preparation, Removal or Amendment to a Section 173 Agreement

Use this form to formally request that Council prepare, remove or amend a Section 173 Agreement.

Planning Enquiries  
Phone: (03) 5871 9222  
Web: <http://www.moira.vic.gov.au>

Supplementary information requested in this form should be provided as an attachment.

### Privacy notice

! The Council is collecting the information with respect to this application in accordance with its legislative powers and functions and it will only be disclosed in accordance with these powers and functions. You may access the information by contacting the Council.

The Moira Shire Council will collect, hold and disclose personal information in accordance with its privacy policy.

## Pre-application Meeting

Has there been a pre-application meeting with a Council Officer?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, with whom?		Date:	D D / M M / Y Y Y Y

## Applicant, Contact and Owner Details

### Applicant Details

Please provide the details of the person you want council to forward the agreement to for signing.

Name:	
Organisation:	
Postal Address:	
Postcode:	
Contact phone:	<input type="checkbox"/>
Mobile phone:	<input type="checkbox"/>
Email:	<input type="checkbox"/>
Fax:	<input type="checkbox"/>

Please indicate your preferred contact method by numbering in order of preference

Same As Applicant

### Contact Details

Please provide the details of the person you want council to communicate with about the application.

Name:	
Organisation:	
Postal Address:	
Postcode:	
Contact phone:	<input type="checkbox"/>
Mobile phone:	<input type="checkbox"/>
Email:	<input type="checkbox"/>
Fax:	<input type="checkbox"/>

Please indicate your preferred contact method by numbering in order of preference

Same As Applicant

### Owner Details

The person or organisation who owns the land

**! Note** it is the responsibility of the applicant to inform the owner of this application.

Name:	
Organisation:	
Postal Address:	
Postcode:	

## The land

Address of the land

Street No:	Street Name:	
Lot No:	On LP/PS No:	
Suburb:		Postcode:

## Section 173 Agreement (if amending or removing an existing agreement)

Please provide the Section 173 Agreement Instrument or Dealing Number and details of the purpose of the agreement.

Section 173 Agreement Number:

What is the purpose of the Section 173 Agreement?


## Details of what you are seeking approval for (Tick to indicate the purpose of application + provide relevant information)

Condition on permit which requires S173 Preparation

Preparation of Agreement	<input type="checkbox"/>
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Details why removal or amendment is required.  
(State the reasons for the change.)

Removal of Agreement	<input type="checkbox"/>
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Details of amendment proposed.

Amendment to Agreement	<input type="checkbox"/>
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## Information checklist

Have you

- Filled in the form completely?
- Attached** all necessary supporting information and documents including a copy of any existing S173 Agreement?
- For requests to prepare new S173 - paid and/or included the application fee \$235.70 (subject to annual review)
- For requests to end or amend S173 - paid and/or included the application fee \$659.00 (statutory fee)

## Signature

**! Remember** it is against the law to provide false or misleading information.

**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 application.**

**I note that I, as the applicant, am responsible for the payment of all legal fees associated with the preparation and review of the S173 Agreement or have provided Payee Details below.**

Name:

Signature:

Date:   /   /

## Payee Details

**Payment of resulting legal will be paid by the following person / organisation:**

Name:


Address:

Phone:

Email:

## Lodgement

Lodge the completed and signed form and all documents with:

Mail:   
Moira Shire Council  
PO Box 578  
COBRAM VIC 3644

In Person: 

If you wish to submit the application in person please call on the number below to arrange an appointment time to meet with a Planning Officer.

44 Station Street  
COBRAM VIC 3644

For help or more information

Telephone: ■ Planning Department (03) 5871 9222  
Email: [info@moira.vic.gov.au](mailto:info@moira.vic.gov.au)  
Website: [www.moira.vic.gov.au](http://www.moira.vic.gov.au)

**Collection Statement**

Personal information requested on this form is being collected by Moira Shire Council for the purpose of assessing planning permit applications, parts of which are set out in the *Planning and Environment Act 1987*.

The personal information will be used for the following purposes:

- correspond with you about your planning permit application
- if necessary, notify affected parties who may wish to inspect your application, this may include, placing a notice of application on the subject site, sending a notice of application by post or on-line
- for any other directly related, or reasonably related purposes.

The information you provide will be made available:

- on-line on Council's website commencing from public notice of the application until the application process has concluded
- on Council's Planning Permit Application register
- to any person who may wish to inspect your application until the application process has concluded, including any review at the Victorian Civil and Administrative Tribunal
- to relevant officers within Council and other pertinent Government agencies directly involved in the Planning process

Personal information will not be disclosed to any other external party without your consent, unless required or authorised by Law. If your personal information is not collected, we may not be able to process your application. You can find out more about how we protect your information by viewing our Privacy Statement on our website [www.moira.vic.gov.au](http://www.moira.vic.gov.au). If you wish to access or alter any of the personal information you have provided, please contact Council (03) 5871 9222 or email [info@moira.vic.gov.au](mailto:info@moira.vic.gov.au)

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