

LODGING AN EXTENSION OF TIME TO A PLANNING PERMIT

The following steps will assist you to lodge an **extension of time** to a planning permit, as Council is currently using a paperless process for planning permit applications which is via our **online 'Greenlight' planning portal.**

Please go to the Golden Plains Shire Council website / Resident / Planning / Planning permits and scroll down to the **online 'Greenlight' planning portal**.

During this process first time users of Greenlight will need to register by creating a login & password

Open the **Planning module** and scroll down to the bottom – **Search Public Planning Register**. Open the **Search the Public Planning Register** and add in the **Planning permit number** into the application number field and then click on the pale blue hyperlink (example P20XXX) in the body of the record.

This will open the following screen which will allow you to click on the **Extension of time** (in module4) and follow the prompts as you move across the TABS.

GOLDEN PLAINS SHIRE		Please Log Log
Home / Planning Department Golden Plains Shi	e Council Planning Portal	
Our Permit Manager allows you to submit an	d pay for your applications online, receive correspondence by email and monitor the status of your applications. To get starte	ed, please select from the options below.
	View Applications on Advertising or lodge an Objection or Submission	
	Track my Application	
	Lodge a Planning Permit Application	
	Apply for an Amendment to an existing permit, Secondary consent. Extension of time or submit plans for Endorsement to meet condition requirements	
	Lodge a Development plan application (This is not an application for the approval of buildings, works or subdivision etc)	
	Apply for Written planning advice or lodge a General Enquiry	
	Enquire for a New Planning Scheme Amendment	
	Search the public planning register	

We will receive an email advising of your application and our coordinator will allocate your file to a planner for processing.

AMENDED PERMIT / EXTENSION OF TIME / SUBMIT PLANS FOR ENDORSEMENT / SECONDARY CONSENT REQUEST

