LODGING A SECONDARY CONSENT

The following steps will assist you to lodge a secondary consent 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**

Home / Planning Department

Golden Plains Shire Council Planning Portal

Our Permit Manager allows you to submit and pay for your applications online, receive correspondence by email and monitor the status of your applications. To get started, please select from the option

> **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**

> **Search the public planning register**

Open the Public Planning Search 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 **Secondary consent** and follow the prompts as you move across the TABS

The last TAB allows you to make a payment using a credit card. We will receive an email advising of your application and our coordinator will allocate your file to a planner for processing.

Application Details

Amend Or Make A Request For This Application

| Amended Permit | Extension of Time | Submit plans for endorsement | Secondary Consent Request |

Application Details

Application No.   Application Type – Planning Permit
Description –   Status – Complete(Delegate Approved)
Date Lodged –   Dev Cost – $240,000.00
Planner –

Property

Address

Documents

I hope this information has been helpful and should you need further assistance you are welcome to contact me on 5220 7110