

LOGGING AN EXTENSION OF TIME TO A PLANNING PERMIT

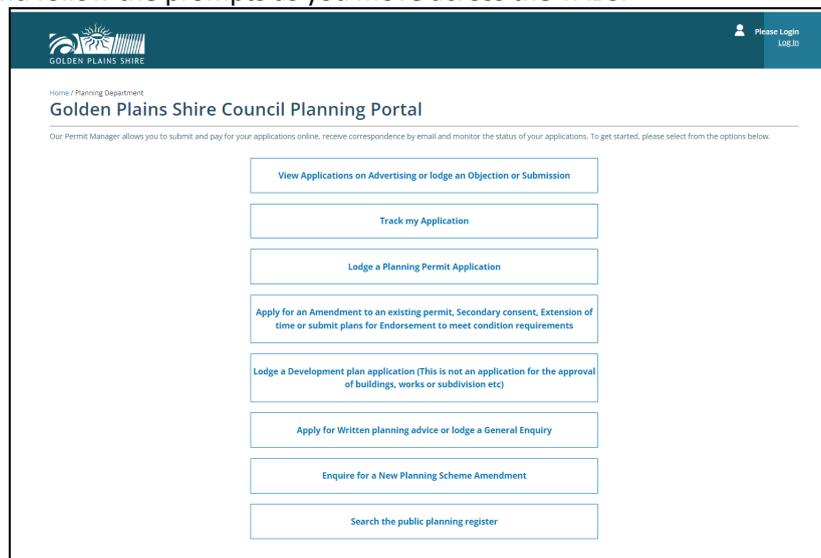
The following steps will assist you to lodge an **extension of time** to a planning permit, as Council is currently using a paperless process for planning permit applications which is via our **online 'Greenlight' planning portal**.

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.



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

