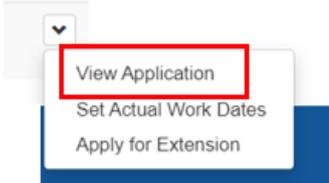


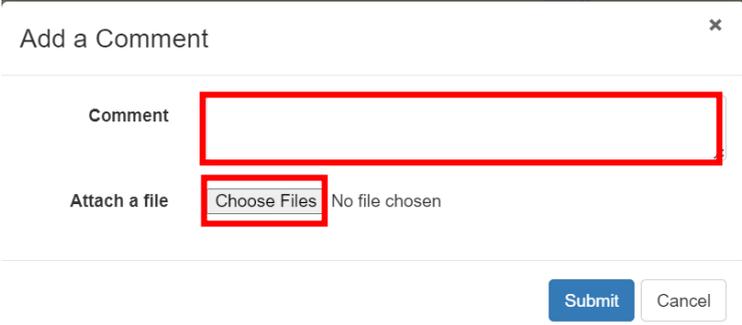
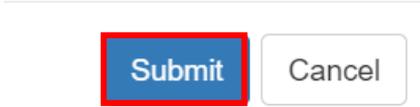
Amending your application – Road Corridor Permit System

Following submitting your application to Brisbane City Council, you may need to change your application. This may also apply in some instances to approved applications.

This factsheet guides you through the steps of requesting an amendment from the Road Corridor Permit team who will be able to assist you.

| Step # | Navigation |
|----------------------|--|
| <p>Step 1</p> | <p>Proceed to the “My Applications” page and find the application you wish to amen. Click on the down arrow to the right of the application to open the drop down menu.</p>  |
| <p>Step 2</p> | <p>Then click on the “view application” option and proceed to the application.</p>  <p>Because the application has been submitted, you will not be able to change any details of the application directly.</p> <p>You will require assistance from the Road Corridor Permit Team.</p> |
| <p>Step 3</p> | <p>Under the map display of your proposed closure, click on the “Add comment” button</p>  |



| Step # | Navigation |
|----------------------|--|
| <p>Step 4</p> | <p>A box will appear allowing you to enter the amendment details.</p> <ul style="list-style-type: none"> • Enter the details of your amendment, the reason for the change and any other relevant details to support your request in the “Comment” box – unlimited text. • Attach documentation (if required).  |
| <p>Step 5</p> | <p>When complete, click on “Submit” button</p>  |
| <p>Step 6</p> | <p>The Road Corridor Permit team will review your amendment request and will be in contact with you shortly.</p> |