

Application for copies of Planning Permit or Endorsed plans



Applicant Details

Name:

Address:

Phone:

Email:

Please tick if you would like to receive the plans electronically

Subject Property

Address:

Planning Permit Number (if known):

Request for copy of Planning Permit	<i>Please circle</i>	Yes	No
Request for copy of endorsed plans	<i>Please circle</i>	Yes	No

Important Notice to Applicants

Copies of Planning Permits are usually available for permits dated 1990 onwards. Permits dated prior to 2013 are stored off site and may take **up to 10 working days** to retrieve. Electronic copies of documents are usually available for files dated from 2009.

Please note that the document/s will be copied and made available for the purpose of the planning process as set out in the Planning and Environment Act 1987. The information must not be used for any other purpose. By taking a copy of these document/s you acknowledge and agree that you will only use the document for the purpose specified above and that any dissemination, distributed or copying of this document is strictly prohibited.

Fees

Copy of Planning Permit	\$50.00
Copy of Endorsed Plans (inc GST)	\$23.50 for A2, A1 or A0 sized originals
Note: No fee is required for copies of endorsed plans if information is requested to be sent via email. Retrieval of file fee is	\$12.00 for A4 or A3 sized originals \$31.00 (surcharge if history file is offsite)

Please Note an additional fee will be charged for further requests for file retrieval. Fees are subject to change.

DECLARATION

How will this information be used?

(information requested must be for used for a legitimate purpose under the Planning and Environment Act 1987)

The information will be used

I declare that the information hereby requested will be used only for the purposes described above.

Signed:

Privacy Statement: The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy Act, 2000. The information will not be disclosed to any other party unless Council is required to do so by law.