

# Request for Copy of Planning Permit or Endorsed Plans

## Applicant Details

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Subject Property

Planning Permit Number (if known) \_\_\_\_\_

Address: \_\_\_\_\_

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 2016 are stored off site and may take up to 10 working days to retrieve.

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

An electronic copy of Planning Permit and endorsed documents are provide free of charge. Additional fees may be charged as follows:

File Retrieval Fee ( <i>if file is located offsite</i> )	\$31.00
Printed copy of documents ( <i>if requested</i> )	\$24.50 for A2, A1 or A0 sized originals \$12.50 for A4 or A3 sized originals

## Declaration

**How will this information be used?**  
(information requested must be for used for a legitimate purpose under the Planning and Environment Act 1987)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**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 and Data Protection Act 2014. The information will not be disclosed to any other party unless Council is required to do so by law.*

