

# 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 2018 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 is committed to protecting your privacy and is bound by the Information Privacy Principles in the Privacy and Data Protection Act 2014 (Vic) ('PDP Act'). The personal information requested on this page is being collected by Surf Coast Shire for the purpose of Statutory Planning processes. We will not disclose your personal information without your consent, except where required or authorised to do so by law. Our privacy policy is available on our website and or contact Customer Service. If you wish to alter any of the personal information you have supplied to Surf Coast Shire, please contact us by sending an email to [info@surfcoast.vic.gov.au](mailto:info@surfcoast.vic.gov.au).