



APPLICATION FOR APPROVAL OF ENGINEERING CIVIL PLANS - SUBDIVISION

Office Use Only	
Date Received	
Application Fee Deposit Account RC 147	
Receipt Number	
Application Number	

APPLICANT DETAILS

PLEASE PRINT CLEARLY

Name: _____

Postal Address: _____

Phone: _____

Fax: _____

Email: _____

Signature: _____ Date: _____

ADDRESS OF PROPERTY

Street No. _____ Street Name: _____

Suburb: _____ Postcode: _____

TO BE PROVIDED WITH THIS APPLICATION FORM

- Cost of Civil Works: _____
- Completed 'Checklist For Submission of Engineering Civil Plans' (can be downloaded at www.whitehorse.vic.gov.au/Forms/Engineering)
- Plans – 2 copies (electronic copies are preferred)
- Payment of Fee:

In accordance with the Subdivision Act, the fees for checking the civil plans shall be 0.75% of the estimated cost of construction. The fees for supervision of civil works shall be 2.5% of the estimated cost of construction. Therefore, **the total fee shall be 3.25% of the estimated cost of construction of civil works.**

Please Note:

Applications will not be processed until the appropriate fee is paid and a fully completed checklist is provided by applicant.

APPLICATION LODGEMENT & PAYMENT

Applications may be lodged by the following methods:

Mail

Locked Bag 2

Nunawading Delivery Centre

NUNAWADING VIC 3131

Please include cheque made payable to City of Whitehorse, or you can make payment by completing Credit Card Payment form, which can be downloaded at: www.whitehorse.vic.gov.au/Forms/Engineering

In Person

Whitehorse Civic Centre

379-397 Whitehorse Road, Nunawading

Cashiers are open between 8.30am-4.45pm, Monday to Friday

Email

customer.service@whitehorse.vic.gov.au

Please include payment by completing Credit Card Payment form, which can be downloaded at: www.whitehorse.vic.gov.au/Forms/Engineering

Fax

(03) 9262 6490

Please include payment by completing Credit Card Payment form, which can be downloaded at: www.whitehorse.vic.gov.au/Forms/Engineering

Phone

If you would like to make an appointment to discuss your application prior to lodgment please contact Engineering Administration on **9262 6177**.

PRIVACY STATEMENT

The personal information requested on this form is necessary for the purpose of processing this application. This information will be used solely by Council for that primary purpose or directly related purposes. The intended recipients of the information are Council officers. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it. Individuals have a right to seek access to their personal information and make corrections by contacting Engineering Administration on 9262 6177. You may view Council's Privacy Policy on our website www.whitehorse.vic.gov.au or obtain a copy from any of the Council offices.