



## APPLICATION FOR APPROVAL OF ENGINEERING CIVIL PLANS - SUBDIVISION

Office Use Only	
Date Received	
Application Fee <b>Deposit Account RC 147</b>	
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](http://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](http://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](mailto: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](http://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](http://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](http://www.whitehorse.vic.gov.au) or obtain a copy from any of the Council offices.*