



# REQUEST FOR COPY OF PLANNING PERMIT AND ENDORSED PLANS

This application can be lodged online

Planning and Building Department  
General Enquiries: (03) 9262 6303  
Email: [customer.service@whitehorse.vic.gov.au](mailto:customer.service@whitehorse.vic.gov.au)

<b>Privacy Notification</b>	<b>Office Use Only</b>	
<p>The personal information requested on this form is collected for planning purposes in accordance with the <i>Planning &amp; Environment Act 1987</i> (the Act). If you fail to provide contact details your submission will not be considered.</p> <p><b>PLEASE PRINT CLEARLY</b></p>	Date Received	
	Application Fee	Online \$150 / Paper \$200
	Receipt Number	
	HPRM Reference	
	Application Number	PIR/ /

**PLEASE NOTE:** This application form must be accompanied by a **NON-REFUNDABLE** fee based on the selection below. This fee covers **searching** of Council records as well as covering copying or scanning charges, and includes copies of one planning permit and associated amendments.

The search fee is payable regardless of whether Council Officers are able to locate or provide copies of requested documents. Additional permits, plans and reports will attract a further search and copy fee at the discretion of the Council Officer undertaking the searching and copying.

If requested information is for anything other than permit, endorsed plans, endorsed documents or Council or Officer report, a separate Freedom of Information Request will need to be made with Council's Freedom of Information Officer. For further information contact 9262 6333.

A response may take up to 4 weeks to process, depending on file locations and number of permits requested.

**Information Requested (Select one option only)**

Request for copy of one planning permit and associated amendments, including if available Permit, Council or Officer report, endorsed plans, endorsed documents & extension of time approvals.

Electronic PDF of all available documents to be emailed  
 Physical Hard Copy of all available documents \$200

Please indicate how you wish to receive your hard copy documents

Deliver by Standard Post     Collect documents when ready

**Applicant and Contact Details**

The person you want council to communicate with about this request.

Name: \_\_\_\_\_  
 Organisation: \_\_\_\_\_  
 Postal Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Phone No: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**The Land**

Address of the land the request relates to:

Street No: \_\_\_\_\_ Level: \_\_\_\_\_  
 Unit No: \_\_\_\_\_ Street Name: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

**PLEASE NOTE:** Please also provide the original address of the property if land has since been subdivided into separate titles.

**Planning Permit Details**

Provide the Planning Permit number and issue date

Planning Permit Number: \_\_\_\_\_  
 Date of Issue: \_\_\_\_\_

**PLEASE NOTE:** If unsure of the required permit number please refer to the Planning Register on Councils website at [www.whitehorse.vic.gov.au/Planning.html](http://www.whitehorse.vic.gov.au/Planning.html) then select planning register

## Declaration

This form **MUST** be signed

**I declare that I am the applicant and all the information in this application is true and correct:**

It is against the law to provide false or misleading information, which could result in a fine

Name:

Signature:

X

Date:

## Lodgement

Lodge the completed and signed form, appropriate fee and any attached documents to:

### Mail , including cheque

Whitehorse City Council  
Locked Bag 2, Nunawading Delivery Centre VIC 3131

### In Person

Nunawading Civic Centre, 379 Whitehorse Road, Nunawading