

Application for Planning Information



Name: _____

Postal address: _____

Email: _____

Phone: _____ Mob: _____

Details of property for which information is required

Street no.: _____ Street name: _____

Suburb: _____ Postcode: _____

Lot no.: _____ Plan of subdivision no.: _____

Type of planning information required (please select as appropriate)

☐

Build outside Envelope

Please provide recent copies of title documents (including any restrictions), relevant plans and drawings, and an overview of the proposal. Before applying, please also ensure your building envelope restriction allows you to request consent from Council to build outside of it (not all restrictions allow you to).

Details of proposal:

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Planning Information

This response advises which Zones and Overlays cover the property and if a planning permit is required for a proposed development/use. Plans and other supporting documents relating to the query should also be provided where relevant.

Details of proposal:

Application for Planning Information

Copy of Planning Permit and/or Endorsed Plans*

- ☐ Planning Permit ONLY
- ☐ Endorsed Plans ONLY
- ☐ Planning Permit and Endorsed Plans

* To obtain copies of endorsed plans you must be either: the current owner, drafts person or original applicant. Alternatively, you may provide written consent from one of the above. Please attach any written consent(s) with this form.

Please provide the Planning Permit number/s below (Note there is a charge per permit)

Important notice – please read before you sign

- Please allow 7 - 14 business days for copies of permits/plans to be provided.
- Please be advised that some of the permit plans or documents may not be legible or available. All fees are non-refundable regardless of search results.
- Council will seek to respond to planning information requests and general enquiries within 14 business days.
- Requested information will not be processed until payment is received by Council. Please note all fees payable are non-refundable regardless of search results. For list of fees please refer to fee schedule on council website [Planning Permit and Subdivision Fees | Cardinia Shire Council](#)

Date: ____/____/____

Applicant's signature: _____

Cardinia Shire Council Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the *Local Government Act 1989*. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer on 1300 787 624 or mail@cardinia.vic.gov.au