

SOUTH GIPPSLAND SHIRE COUNCIL

# Request for Written Planning Advice / General Planning Enquiry



*South Gippsland*  
Shire Council

Use this form to request written planning advice or a printed copy of a planning document.

To obtain a copy of a planning permit and associated endorsed plans, please complete the Request for Copy of Planning Permit and/or Endorsed Plans form.

A non-refundable fee applies for each planning matter. Planning fees and charges can be viewed on Council's website.

## Applicant details:

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Business/ Company name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

## Address of the land to which the enquiry relates:

Lot Number: \_\_\_\_\_ Plan Number: \_\_\_\_\_

Unit Number: \_\_\_\_\_ Street Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_

## Type of planning enquiry:

- Whether a planning permit is required for the proposed land use and/or buildings and works:

**NOTE: A current and full copy of the Certificate of Title (dated within the last 90 days) must be submitted with this form – this includes the Register Search Statement (Copy of Title), Copy of Plan and Instruments (Covenants, Agreements, Caveats) if applicable.**

- Whether any Planning Scheme requirements, zoning or overlay controls apply to the land.
- Written determination that a matter has been done to the satisfaction of the Responsible Authority as required by the Planning Scheme (a prescribed fee applies as per Regulation 18 of the P&E (Fees) Regulations 2016).
- Other matters. Please specify: \_\_\_\_\_

## Type of planning enquiry:

What is the proposed land use and/or buildings and works? What advice or information is being requested? Please provide as much detail as you can about the nature of the advice you are seeking and include any plans, photos, or any other supporting material that would assist Council in responding to your enquiry. Attach additional pages if required.

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- I have attached additional pages, plans, photos or other supporting material. Number of pages \_\_\_\_\_

## Declaration:

I declare that the information in this request is true and correct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** The request will not be actioned until applicable fees have been paid and all required information has been provided.

### Privacy Collection Statement

I acknowledge South Gippsland Shire Council's primary purpose of collecting personal information within this *Request for Written Planning Advice/General Planning Enquiry* form will be used for enabling consideration and review by South Gippsland Shire Council as part of a planning process under the *Planning and Environment Act 1987*. Failure to provide correct details may result in Council being unable to provide appropriate advice and/or unable to process your application. All personal information provided in this form will be managed in accordance with the *Privacy and Data Protection Act 2014*.

### Please return the completed form to:

South Gippsland Shire Council – Planning Department

9 Smith Street (Private Bag 4) Leongatha, VIC 3953

**Phone:** (03) 5662 9200

**Fax:** (03) 5662 3754

**Email:** [council@southgippsland.vic.gov.au](mailto:council@southgippsland.vic.gov.au)