

# Request for Copy of a Planning Permit and / or Endorsed Plans



*South Gippsland*  
Shire Council

A non-refundable application fee applies. Planning fees and charges are available on Council's website.

The fee covers the searching of Council records and administrative charges, but it does not guarantee that Council is able to locate and provide copies of documents as requested.

**Note:** To obtain copies of endorsed plans, you must be the current owner of the property, or you may obtain written consent from the current owner and submit it with this form.

## Applicant details:

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

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

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

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

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

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

Are you lodging this application on behalf of someone else (eg. as the applicant contact I representative)?

Yes       No

## Address of the land to which the permit applies:

Lot number: \_\_\_\_\_ Plan number: \_\_\_\_\_

Unit number: \_\_\_\_\_ Street number: \_\_\_\_\_

Street name: \_\_\_\_\_

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



## Declaration:

- I am the current land owner, OR
- I am the applicant (and if requesting endorsed plans, I have attached the written consent of the current owner)

I understand and acknowledge that:

- The information provided in this request is true and complete to the best of my knowledge.
- The request may be refused if it becomes evident that any information or supporting documents provided are incomplete or false.

- By ticking this box, I confirm that I have read and understood all of the statements above.

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

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

**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 Copy of a Planning Permit and/or Endorsed Plans* 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