**Request for Copy of a Planning Permit**

**and / or Endorsed Plans**

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 / representative)?

Yes  No

| **Address of the land to which the permit applies** | |
| --- | --- |
| Lot number: | Plan number: |
| Unit number: | Street number: |
| Street name: | |
| Suburb: | |

|  |
| --- |
| **Type of enquiry** |
| Copy of Planning Permit ONLY  Copy of Endorsed Plans ONLY (*see note below*)  Copy of Planning Permit and Endorsed Plans (*see note below*)  ***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.*** |



|  |  |  |
| --- | --- | --- |
| **Planning Permit Number(s)** | | |
|  |  | |
| **Reason for the request** | | |
| I require the information for the following reasons: | | |
|  | | |

|  |  |
| --- | --- |
| **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: | |
| Signature: | Date: |

|  |  |  |
| --- | --- | --- |
| **Send to Council by** | | |
| **Email:**  council@cgd.vic.gov.au | **Post:**  City of Greater Dandenong PO Box 200 Dandenong VIC 3175 | **In person:**  Planning Service Counter, Level 3, 225 Lonsdale Street, Dandenong  or other Customer Service Centre |

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