



Statutory Planning

Planning Information Request

VERBAL PLANNING ADVICE IS PROVIDED FREE OF CHARGE. USE THIS FORM FOR WRITTEN PLANNING ADVICE ONLY.

OFFICE USE ONLY	
REQUEST NO.....	PIR
FEE PAID.....\$.
RECEIPT NUMBER	
REC'D DATE	/ /
RESPONDED	/ /
RESPONSE BY.....	
LEDGER NUMBERS.....	
- COPYING.....	51261.07
- ADVICE.....	51261.13

Ledger	Fee Type	Note	Fee
51261.07	Written planning advice	Confirmation as to whether a permit is required	\$105-00
51261.13	Request for a copy of a Planning Permit (electronic version)	Permit issued from 2010 onwards	\$55-00
51261.13	Request for a hard copy of a Planning Permit or other documentation	Permit issued prior to 2010	\$105-00

Part 1 Particulars of Applicant				
Name				
Postal Address	STREET ADDRESS LINE 1			
	STREET ADDRESS 2			
	LOCALITY	STATE	POSTCODE	
Telephone	HOME	MOBILE		
Email				
Preferred Delivery Method	<input type="radio"/> AUSTRALIA POST	<input type="radio"/> COLLECT IN PERSON	<input type="radio"/> EMAIL	

Part 2 Particulars of Subject Site	
Address of the Land <i>per rates notice, if applicable</i>	STREET ADDRESS LINE 1
	STREET ADDRESS 2
	LOCALITY
Title Details	LOT NUMBER PLAN OF SUBDIVISION

Part 3 Information Required	
What information do you require?	<input type="radio"/> Advice on planning controls (zoning, overlays, etc.) including whether a planning permit is required <input type="radio"/> Advice on the status of a planning permit, including the expiry date <input type="radio"/> A copy of a planning permit (please specify permit number e.g. D123/19) <input type="radio"/> Copy of endorsed plans (please specify permit number e.g. D123/19) <input type="radio"/> Other (please specify below)
Other:	

... CONTINUED ON OVERLEAF ...

Part 4 Existing Use / Development at the Site	
What is the existing use or development at the site?	<input type="radio"/> Vacant <input type="radio"/> Dwelling <input type="radio"/> Agriculture <input type="radio"/> Warehouse <input type="radio"/> Other building or use (please specify below)
Description of other building or use at the site:	

Part 5 Proposed Use / Development at the Site	
What is the proposed use or development at the site? Please specify dimensions (length by width by height) and provide a basic site plan)	<input type="radio"/> Dwelling(s) (how many? ____) <input type="radio"/> Extension to existing dwelling <input type="radio"/> Shed associated with an existing dwelling <input type="radio"/> Carport <input type="radio"/> Verandah / pergola <input type="radio"/> Other shed (please specify below) <input type="radio"/> Industrial <input type="radio"/> Commercial <input type="radio"/> Other building or use (please specify below)
Description of other building or use at the site:	

Part 6 Declaration and Mandatory Information Requirements			
You must provide a full copy of the land title, produced no more than 90 days prior to submitting this Planning Information Request, including the Register Search Statement, Plan of Subdivision, and any other documents which may form part of the title (covenant, restriction, agreement, etc.).			
Have you attached a full copy of the land title that was produced no more than 90 days ago?	<input type="radio"/> YES – you may submit this application <input type="radio"/> NO – you cannot submit this request without a full title		
All of the above information is true to the best of my knowledge.	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none; text-align: center;">SIGNATURE OF APPLICANT</td> <td style="width: 40%; border: none; text-align: center;">DATE</td> </tr> </table>	SIGNATURE OF APPLICANT	DATE
SIGNATURE OF APPLICANT	DATE		

NOTE – Where a discrepancy occurs between the non-statutory fees listed on this form and the fees set out in Council's 2019-20 budget, the fees listed in Council's officially adopted budget shall be taken to be correct. Please refer to the *Town Planning Schedule of Fees and Charges* for a full list of all statutory and non-statutory town planning fees and charges.

For clarity, the interpunct (.) has been used in the above tables in place of the full stop (.) to mark the decimal point between dollar and cent amounts and shall be taken as such when the schedule of fees is read.

PRIVACY STATEMENT – Personal information included in this form will be held securely and will not be used or disclosed for any other purpose.