

# Application for Search & Copy of Planning Permit / Endorsed Plans

What you need to do for your application



## Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



## Submit application

This form and supporting documents must be submitted via email, by mail or in person.

## Collection of Information

Colac Otway Shire is committed to protecting your privacy. The personal information requested on this form is being collected by Colac Otway Shire for the purpose of confirming your relationship to the property and enabling contact. The personal information will also be disclosed to Council's Rates department for the purpose of updating your personal details. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, we will be unable to complete your request. If you wish to alter any of the personal information you have supplied to Colac Otway Shire, please contact Council via telephone on 5232 9400 or email [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au). Council's Privacy Policy is available from our website: [colacotway.vic.gov.au/Council-the-shire/Council-policies](http://colacotway.vic.gov.au/Council-the-shire/Council-policies) and all Council Customer Service Centres.

## Your Details

First name

Last name

Residential or postal address

Best phone number to contact you on

Email

## Property Details

Property Address

Permit Number

Planning Permit Details




## Owners Permission *(not required for viewing ONLY)*

Applicant is the owner of this property

Owners Name

Residential or postal address

Best phone number to contact you on

Email

I hereby give the above applicant permission to obtain a copy of any permits/plans available for my property at the address above

Signature

Date

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# Application for Search & Copy of Planning Permit & Endorsed Plans

## Information Requested

- I request to **VIEW** a Planning Permit Only
- I request to **VIEW** a Planning Permit & Endorsed Plans
- I request to **VIEW** Endorsed Plans Only
- I request a **COPY** of Planning Permit Only
- I request a **COPY** of Planning Permit & Endorsed Plans
- I request a **COPY** of Endorsed Plans Only
- Other - *please specify below*


## Important Information

If this request includes copies of Endorsed Plans, documents are made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning Environment Act 1987. These documents must not be used for any purpose which may breach any copyright.

## Acknowledgement

Please read and tick to show you have read and understood the information,

- I declare all the information in this application is true and correct.
- I understand that the requested information may not be locatable due to historic record keeping practices.

## Signature

Name

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Signature

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Date

D	D	M	M	Y	Y
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