



# Request for Copy of Planning Permit and Endorsed Plans

Planning and Environment Act 1987 and Freedom of Information Act 1982

Complete this form and email to [planningadmin@bendigo.vic.gov.au](mailto:planningadmin@bendigo.vic.gov.au)

Some planning permits and endorsed plans are available in our electronic document system and may be emailed to you within 2-5 working days. Files held in our off-site archives, or complex requests, will attract search and administration fees and may take up to 15 business days. (See the back of this form for more details)

## Applicant details

Name		
Address		
Email		
Contact phone number		
Preferred method for delivery	<input type="checkbox"/> Email	<input type="checkbox"/> Mail (fees apply)

## Property details of request

Street address
Suburb and postcode

Planning Permit No.

## Information requested

<input type="checkbox"/> Planning permit
<input type="checkbox"/> Endorsed plans
<input type="checkbox"/> Other endorsed documents (specify)

## Please explain the reasons why you require copies of Planning documents

Please note that the document/s will be copied and made available for the purpose of the planning process as set out in the *Planning and Environment Act 1987*. The information must not be used for any other purpose. By taking a copy of the documents you acknowledge and agree that you will only use the documents for the purpose specified above and that any dissemination, distributed or copying of the documents is strictly prohibited.

## Acknowledgement by Applicant

I agree with the statement above and declare that the information I have provided is true and correct.

Signature:

Date:

## **SUBMITTING A REQUEST FOR COPIES OF PLANNING DOCUMENTS**

Requests for planning permits and endorsed plans can be made to the City's Planning Unit by completing the details on the front of this form.

You must state the reasons why you require the documents, eg. Looking to sell or purchase the property, wanting to further develop the property, you've lost your original permit, or the copy is not legible etc.

Permits and endorsed plans that are available in our electronic document management system can be emailed. Requests for multiple permits, additional endorsed documents other than plans, complex searches or permits stored in our off-site archives will attract search and administration fees.

- Initial permit and plans search fee per property \$110.00
- Additional permits and plans for the same property \$55.00 each
- Photocopying \$0.50 per A4 sheet

Please ensure you provide an email address as documents will be emailed to you. Documents requested in hard copy will attract photocopying fees. You will receive an invoice with online payment options and fees must be paid in full before the documents are released.

The Planning and Environment Act 1987 sets out that copies of permits can be made available in accordance with the public availability requirements. Endorsed documents form part of the permit.

If you are requesting documents other than the permit and endorsed documents, you will need to apply for these under [Freedom of Information](#). Our Planning team can advise if this is required.

### **More information**

[Planning Practice Note 74 \(PPN74\): Making Planning documents available to the public](#)

*Your personal information is being collected by the City and stored in its customer database to identify you when communicating with the City for the delivery of services and information. For more information on how we handle your personal information, please visit the City's [Privacy Policy](#).*