



# PLANNING INFORMATION REQUEST

### Office Use

Date received:.....  
 Fee paid:.....  
 Receipt Number:.....

**Advice - Ledger No. 51261.07**  
**Copying - Ledger No. 51261.13**

Verbal planning advice is provided free of charge, use this form for written planning advice only

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Post Code: \_\_\_\_\_  
 Telephone: (BH) \_\_\_\_\_ (AH) \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Please Provide this information by: Mail  Email  (Please tick)

### Subject Site:

Property No.: \_\_\_\_\_ (as per rates notice if applicable)  
 Lot Number: \_\_\_\_\_ Plan of Subdivision No.: \_\_\_\_\_  
 Street Number: \_\_\_\_\_ Street: \_\_\_\_\_  
 Locality/Township \_\_\_\_\_

### What information do you require?

- Advice on Planning controls (i.e. zones and overlays) including whether a planning permit is required to allow the proposed use and/or development \*
- Advice on a Planning Permit status and expiry date
- Copy of a Planning Permit (please specify permit number e.g. D067/17)
- Copy of endorsed plans
- Other (Please specify)

### Details of existing use and development on the site

- Vacant
- Dwelling
- Agriculture
- Warehouse
- Other building (please specify below)
- Other use (please specify)

### Details of proposed use/development (Please specify the length x width x height in metres of the development and attach a basic site plan)

- Dwelling (how many? \_\_\_\_\_)
- Dwelling extension
- Shed for household
- Carport
- Verandah/ pergola
- Other shed (please specify)
- Industrial
- Commercial
- Other (Please specify)

\* Include a recent copy, printed within 90 days prior, of the full certificate of title - Register Search Statement plus Diagram, and relevant Agreements, Restrictions, Encumbrances or Covenants.

Signed:..... Date:

**Fees 2018/2019:**

Planning advice Only	Copy of Planning Permit – Electronic (issued after January 2010)	Copy of Planning Permit – Hard Copy (issued before January 2010)
<input type="checkbox"/> \$103.00	<input type="checkbox"/> \$52.00	<input type="checkbox"/> \$103.00

**Please note:** Personal information will be held securely and will not be used or disclosed for any other purpose

Last updated: July 2018