

City of Melbourne

Melbourne Town Hall administration building
120 Swanston Street, Melbourne
Telephone: 9658 9658
Email: planning@melbourne.vic.gov.au
Web: www.melbourne.vic.gov.au



PLANNING PROPERTY ENQUIRY FORM

Applicant Details

Applicant/ Company name:				
Postal Address:			Postcode:	
			Contact No:	
Contact Person:				
Email Address:				

Land Details - *The application is for the land at: (please specify all street addresses)*

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Information Sought

Copies of Planning Permits (Copy of Permits issued from 2015)	<input type="checkbox"/>	YES
Copies of Planning Permits (Copy of Permits issued prior to 2015)	<input type="checkbox"/>	YES
Copies of Endorsed Plans (Copy of Plans endorsed from 2015) *Owners Consent required	<input type="checkbox"/>	YES
Copies of Endorsed Plans (Copy of Plans endorsed prior to 2015) *Owners Consent required	<input type="checkbox"/>	YES
View copies of Planning Permits/Endorsed Plans - No charge or consent required to <u>view</u> plans and/or permits	<input type="checkbox"/>	YES
Delegate Report (No fee applies)	<input type="checkbox"/>	YES
Written Planning advice for Single Dwelling (e.g. whether permit is required)	<input type="checkbox"/>	YES
Written Planning advice for Multi Dwelling/Commercial (e.g. whether permit is required)	<input type="checkbox"/>	YES

Please refer to property information schedule of fees listed on the Planning and Building section of the City of Melbourne website - <https://www.melbourne.vic.gov.au>

Other (please specify)

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Obtaining Owners Consent

Owners Consent is to be in writing with a signature from the relevant property owner or owner's corporation manager. A rates notice or other proof of ownership is required where you are the property owner.

Payment Method - *Please note fee is non-refundable irrespective of search results.*

<input type="checkbox"/> Cheque Enclosed	<input type="checkbox"/> or Pay Online via Visa or MasterCard (City of Melbourne to contact customer)
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The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by City of Melbourne for the purposes of a Planning Property Enquiry parts of which are set out in the Planning and Environment Act 1987 (PE Act). The personal information could also be disclosed to our Planning and Information Management Team for the purpose of providing advice and required record management procedures. 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 cannot process your request. If you wish to alter any of the personal information you have supplied to City of Melbourne, please contact Council via telephone 03 9658 9658 or email planning@melbourne.vic.gov.au.