

Request for Written Planning Advice

Office Use Only	
Receipt No :	<input type="text"/>
Receipt Date:	<input type="text"/>
Application Fee Paid:	\$ <input type="text"/>
Application No:	<input type="text"/>
Application Date:	<input type="text"/>

Please fill the form in carefully - Fields marked with an asterisk (*) are mandatory and must be completed.

How to Complete this Form

Any material submitted with this request, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties. If you have any concerns, please contact Council's planning department.

If the space provided on the form is insufficient, attach a separate sheet.

The Land - Property Details

Choose the type of formal land description

(this information can be found on the Certificate of Title)

Street address
 Lot / Plan
 Crown Allotment
 Other (if no other land description applies)

Address of land to which the request applies *

Street Address *

Suburb / Town *

State *

Postcode *

Lot / Plan

Lot number *

Plan type and numbering (existing) *

Crown allotment number

Section number

Block

Portion

Subdivision

Parish OR Township name

Other (where no address or formal land description relevant - e.g. street furniture, bus shelter advertising)

Title Information

A full and current copy of title, including the plan of subdivision, any covenants, caveats or Section 173 Agreements must be provided; the copies must be produced within the last 30 days of the submission of the application.

Encumbrances on Title:*

Is the subject land in any way, affected by a registered covenant, section 173 agreement or restriction?*

Yes
 No

Person/Organisation Contact Details

Contact: (the person you want Council to communicate with about the request).

Title*	Surname*	Given Name(s)*
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Business details

ABN	ACN
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Business Name	Company Name
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Address

Street Address*

Suburb / Town*	State*	Postcode*
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Phone

Home / Mobile*

Email

Information Required – Statutory Planning

Please select the appropriate request you wish to be completed: *

Please tick:

History of Planning Permits Granted to the Site	<input type="checkbox"/>
Is a Planning Permit required for the proposed use/development?	<input type="checkbox"/>
Conditions and Planning Scheme requirements affecting the land	<input type="checkbox"/>
Other (Please specify the details below)	<input type="checkbox"/>
Please indicate if an additional page has been attached.	

Checklist

Have you *

<input type="checkbox"/>	Filled in the form completely?
<input type="checkbox"/>	Paid or included the application fee? (NB. Most applications require a fee to be paid. Contact Council to determine appropriate fee)
<input type="checkbox"/>	Provided all necessary supporting information and documents and full and current copy of title?

Declaration

Please select *

I am an agent representing the applicant

I am the owner of the land AND / OR

I am the occupier of the land

I understand and declare that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application forms a legal document and penalties exist for providing false or misleading information.
- Latrobe City Council may refuse this application if it becomes evident that any information or supporting documents provided are incomplete or false.

By marking this checkbox I confirm that I have read and understood all the statements above *

Name of person completing this application *

Date *

Signature of person completing this application *

Need help with the application

General information about the planning process is available at <http://www.dpcd.vic.gov.au/planning>

Contact Council's planning department to discuss the specific requirements for this application. Insufficient or unclear information may delay your application.

Has there been a pre-application meeting with a council officer? (If yes, with whom?) *

Date: (Day/Month/Year) *

Fees Summary

Written response to Planning queries:	\$95
Search for and provide a copy of a permit (per permit)	\$0

Privacy Statement

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit Council's offices or go to Council Privacy statement located at: www.latrobe.vic.gov.au

Lodgement

Lodge the completed signed form, the fee payment and all documents. If you intend to post or fax this form please use the details provided below:

Latrobe City Council
PO BOX 264
MORWELL VIC 3840

Telephone: 1300 367 700
Fax: 03 5128 5672
Email: latrobe@latrobe.vic.gov.au
Website: www.latrobe.vic.gov.au