



# Request for Copy of Planning Permit Information

Planning Enquiries  
Phone: 03 9705 5200  
Fax: 03 9705 5202  
Web: [www.casey.vic.gov.au](http://www.casey.vic.gov.au)

### Council Use Only

Application Number :

Application Date :

Ledger Number :

Fields marked with an asterisk (\*) are mandatory and must be completed.

### Council specific information

This application form must be accompanied by a NON-REFUNDABLE application fee of **\$127.50 per permit**. This fee covers searching of Council records and administrative charges but does not guarantee that Council is able to locate/provide copies of documents as requested.

**To obtain copies of endorsed plans you must be either the current owner, the draftsman or the original Applicant. Alternatively, you may provide written consent from one of the above. Please attach any written consent(s) with this form.**

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 on [Council's website](#).

### Applicant

Title \*  Surname  Given name

#### Business details (if applicable)

ABN  ACN

Business  Company

#### Postal Address

Street address/PO Box \*

Suburb / Town  State \*  Postcode \*

#### Contact details

Please provide at least one phone number and include the area code \*

Business phone  After hours phone  Business fax  Mobile

Email

Are you lodging this application on behalf of someone else (e.g. applicant contact/representative)? \*  Yes  No

### Address to which the permit

#### Address of land to which the permit applies

Street address \*

Suburb / Town  State \*  Postcode \*

## Information Required

- Copy of Planning Permit ONLY
- Copy of Endorsed Plans ONLY\*
- Copy of Planning Permit and Endorsed Plans\*
- Other (please specify): \_\_\_\_\_

**\* To obtain copies of endorsed plans you must be either the current owner, the drafts person or the original Applicant. Alternatively, you may provide written consent from one of the above. Please attach any written consent(s) with this form.**

Planning permit number(s)

  
  
  

Reason for Application? \*

I require the information for the following reason:

Payment can be made by cash, cheque or credit card. If you know the fee to be paid, include payment when delivering the form by post or in person to the Council.

Fee:

**\$127.50 GST inclusive per permit**

## Acknowledgement

Please select \*

- I am the owner OR
- Applicant

I understand and acknowledge that:

- The information provided in this request is true and complete to the best of my knowledge.
- City of Casey may refuse this request if it becomes evident that any information or supporting documents provided are incomplete or false.

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

\* Name of person completing this request \*

Date \*

## Privacy statement

The information gathered in the form is used by Council to process the request. To view Council's privacy policy, please either visit Council's offices or go to [Council's website](#).

## Lodgement

**If you intend to post this form please use the details provided below:**

City of Casey  
PO Box 1000  
Narre Warren VIC 3805

Telephone: 03 9705 5200  
Fax: 03 9705 5202  
Email: [caseycc@casey.vic.gov.au](mailto:caseycc@casey.vic.gov.au)