



Office use only	
Fee:	Date: / /
Receipt to RCPO	

Application

Copy of Planning Permit and associated documents

Use this form to obtain copies of Planning Permit information

An application form and fee **must** be completed for each permit request. The fee covers search and administrative charges but does not guarantee that we will be able to locate/provide copies of documents as requested.

Information requested

- Copy of Planning Permit and endorsed plans (\$90.00)
- Copy of endorsed plans only (\$45.00)
- Copy of Planning Permit only (\$45.00)

Applicant details

Details of person applying for information

(The person you want Council to communicate with about the application)

Name:	
Organisation:	
Postal Address:	
	Postcode:
Contact phone:	
Mobile:	
Fax:	
E-mail:	

The land

(Address of the land)

Street no.:	Street name:
Suburb:	Postcode:

Planning Permit Details

(Provide the number of the planning permit)

PLP/	/
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Permit collection

I would like to:

- Have the permit sent to my postal address
- Collect the permit from Customer Service at the Phoenix Building

Reason for Application

In order to protect privacy, please advise Council of your relationship to the requested information and why the information is required.

I am the:

Owner

Applicant

Other, please specify:

I require the information for the following reason:

Information checklist

Have you:

Filled in the form completely?

Paid the fee

Signed

Applicant

Name:

Signature:

Date:

And/or

Owner

Name:

Signature:

Date:

Lodgement

Lodge the completed and signed form with payment:

Mail:

Statutory Planning
City of Ballarat
PO Box 655
BALLARAT VIC 3353

In person:

The Phoenix Building
25 Armstrong Street South
CENTRAL BALLARAT VIC 3350

Further information:

E-mail: ballcity@ballarat.vic.gov.au

Website: www.ballarat.vic.gov.au

Privacy note

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organizations if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Freedom of Information Officer and/or Council's Privacy Officer.

Privacy note

Information is provided on the guiding principle that it should facilitate, to the fullest extent possible, access to information by those reasonably involved in the planning decision making or enforcement process, while still providing interested persons to obtain photocopies of relevant documents and plans where it is not reasonable or convenient for those persons to consider the material by inspection at the office of the responsible authority.