



Request a Copy of a Planning Permit or Plans


Name: _____
 Postal address: _____
 Telephone: _____ Mobile: _____
 Fax: _____ Email: _____

Planning Permit details

Planning Permit number (if known): _____
 Address: _____
 Signature: _____ Date: _____

Fees

Request for copy of a permit (Post 2012 on-site archives): \$94.50
 Request for copy of a permit (Pre 2012 off-site archives): \$182

Office Use Only				
	Receipt no:	Date:	Amount: \$	Received by:

Payment options

- **In person:** present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our Service Centres.
- **By Mail:** cheque or money order – payable to Macedon Ranges Shire Council, or complete Credit Card payment authorisation below. Mail this form and payment to PO BOX 151 KYNETON VIC 3444 or Email to mrsc@mrsc.vic.gov.au.

Credit card payment authorisation

Mastercard Visa

I authorise you to charge the following amount to my credit card: \$ _____

Name on card: _____

Credit card number:

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Expiry date (xx/xx): _____ Signature: _____

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.

Privacy Statement:

Macedon Ranges Shire Council is committed to protecting your privacy. The personal information requested on this form is being collected by Macedon Ranges Shire Council 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 Macedon Ranges Shire Council, please contact the Statutory Planning Department by telephone 03 5422 0333 or email planning@mrsc.vic.gov.au