



**Macedon
Ranges**
Shire Council

**Statutory
Planning**

T: (03) 5422 0333 | mrsc.vic.gov.au | ABN 42 686 389 537 | All fees are inclusive of GST

Request for Planning Advice

Fee: \$172

Applicant Details

Name: _____ **Organisation:** _____
Phone: _____ **Email:** _____
Address: _____

Property Details

Address: _____
Title details (incl. lot number): _____

Details of Advice Required:

If you want to find out if your proposed development requires a planning permit, you must supply the following supporting documentation:

- ☐ A full current copy of title documents including any covenants or restrictions. Council cannot authorise anything that would result in a breach of a registered restrictive covenant.
- ☐ A site plan, floor plans and elevation plans showing the proposed development.

Signature: _____

Date: _____

Office Use Only



RC/CERT04

Receipt no: _____

Date: _____

Received
by: _____

Paid: \$ _____

Credit card payment authorisation (see next page for alternative payment options)

Mastercard	<input type="checkbox"/>	Visa	<input type="checkbox"/>
I authorise you to charge the following amount to my credit card: \$			
Name on card:			
Credit card number:			
Expiry date (MM/YY):		Signature:	

HOW TO SUBMIT AND PAY

- **Email:** Send completed form and supporting documents to mrsc@mrsc.vic.gov.au
- **In person:** Bring completed form and supporting documents to one of our service centres and pay with cash, cheque/money order, EFTPOS or credit card (Mastercard/VISA).
- **Post:** Mail completed form and supporting documents to: Macedon Ranges Shire Council, PO BOX 151, KYNETON VIC 3444 and call our customer service team to pay over the phone.
- **Phone:** Submit your form and documents by one of the above methods and call (03) 5422 0333 to pay by credit card over the phone

Privacy Collection Notice

Macedon Ranges Shire Council is committed to protecting your privacy. The personal information you provide on this form is being collected for the primary purpose of providing planning advice. The personal information could be disclosed to our Customer Service, Planning, and Information Management Teams for the purposes of processing your payment, providing advice and required record management procedures. Your personal information will not be disclosed to any 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 gain access to, or alter, any personal information you have supplied on this form, contact us on (03) 5422 0333. You can access Council's Privacy Policy at mrsc.vic.gov.au/privacy