



**Macedon  
Ranges**  
Shire Council

**Statutory  
Planning**

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

## Request a Copy of a Planning Permit or Plans

## Fees below

For assistance completing this form, call Statutory Planning on (03) 5421 9699.

### Applicant Details

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

### Permit Details

Permit address: \_\_\_\_\_  
Permit number (if known): PLN/ \_\_\_\_\_

### Declaration (must be completed)

- ☐ I own this property (you **must** attach a rates notice or other proof of ownership); OR  
☐ I do not own this property (you **must** attach the owner's signed consent for this request)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only



AP PP/INFREQ

Receipt no:		Date:	
Received by:		Paid:	\$

### FEES

<b>Post 2015 Permit</b> (on-site archives) <b>\$94.50</b>	<b>Pre 2015 Permit</b> (off-site archives) <b>\$201</b>
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### 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:	

## 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 a Planning Property Enquiry parts of which are set out in the Planning and Environment Act 1987. 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.

Your personal information 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 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](http://mrsc.vic.gov.au/privacy)

## HOW TO SUBMIT AND PAY

**EMAIL:** Send completed form, along with proof of ownership or owner's signed consent, to [mrsc@mrsc.vic.gov.au](mailto:mrsc@mrsc.vic.gov.au).

**IN PERSON:** Bring completed form, along with proof of ownership or owner's signed consent, to one of our service centres and pay with cash, cheque/money order, EFTPOS or credit card (Mastercard/VISA).

**POST:** Mail completed form, along with proof of ownership or owner's signed consent, to:  
Macedon Ranges Shire Council, PO BOX 151, KYNETON VIC 3444  
Complete the attached credit card payment authorisation or pay via phone as below.

**PHONE:** Submit your documents by one of the above methods and call (03) 5422 0333 to pay by credit card over the phone.