

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.

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| **Applicant Details** | | | | | | | |
| **Name:** |  | | | **Organisation:** | | |  |
| **Phone:** |  | | | **Email:** | | |  |
| **Address:** |  | | | | | | |
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| **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/INFREQ/Prepayment | Receipt no: |  | Date: |  |
| Received by: |  | Paid: | $ |

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| **FEES** | |
| **Post 2015 Permit** (on-site archives) **$99.30** | **Pre 2015 Permit** (off-site archives) **$211** |

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

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| **HOW TO SUBMIT AND PAY** |

**In person:** present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our Service Centres**.**

**Phone:** call our customer service team on (03) 5422 0333 (Mastercard and Visa accepted)

**By Mail:** cheque or money order – payable to Macedon Ranges Shire Council. Mail this form and payment to PO BOX 151 KYNETON VIC 3444