

Request Copy of Planning Permit and Associated Documents

Planning and Environment Act 1987



- Application fee - \$78.30 for each request of planning permit documentation
- Fees are non-refundable
- A separate application form and fee are required for each planning permit documentation request. The fee covers search and administrative costs; however, payment does not guarantee that Council will be able to locate or provide copies of all requested documents.
- Copies are provided solely for purposes permitted under the *Planning and Environment Act 1987*. Personal information will be redacted in accordance with the *Privacy and Data Protection Act 2014*. By accepting a copy, you acknowledge and agree that it will be used only for the stated purpose and must not be reproduced, distributed, disseminated or used for any other purpose.

Applicant details:

First name:	Surname:
Business trading name (if applicable):	
Postal address:	
	Postcode:
Contact number:	
Email address:	
I am the: ☐ Owner ☐ Applicant ☐ Other (please specify):	

Documentation requested:

- ☐ Copy of planning permit only
- ☐ Copy of endorsed plans only
- ☐ Copy of a Planning permit and endorsed plans
- ☐ Other: (please specify)

I require the requested information for the following reason:

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Collection Notice:

East Gippsland Shire Council collects information provided by you in this form to process your request for copies of planning permits and associated documents; or contact you to discuss your request. East Gippsland Shire Council will only use this the information provided to process this request and will only disclose your personal contact information to a third -party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's *Privacy Statement* on our website or email feedback@egipps.vic.gov.au if you have any questions.

OCT 2026

Planning Permit details:

Permit number:
Permit description:

Property details *(pertaining to the above Planning Permit):*

Street number:	Street name:
Town:	Postcode:

Applicant declaration:

- ☐ I declare that I am the applicant and that all the information in this application is true and correct.
- ☐ I acknowledge that planning permits, endorsed plans and associated documents provided by East Gippsland Shire Council may contain information that is subject to copyright, privacy or other legislative restrictions.
- ☐ I understand that any documents provided by Council are supplied for the purpose stated in this request and I agree not to reproduce, publish, distribute or use the documents for any unlawful or improper purpose.
- ☐ Where I am not the owner of the property, I declare that I have a legitimate reason for requesting the documents and understand that Council may require further information or evidence before releasing any documents.
- ☐ I acknowledge that Council may withhold, redact or decline to provide documents or information where access is restricted by legislation, privacy requirements, copyright or other applicable requirements.

Signature:	
Name:	Date: ____/____/____

Office Use Only	
CS Stamp:	IM Stamp:

Contact Council

-  **Phone:** 03 5153 9500
-  **Email:** feedback@egipps.vic.gov.au
-  **Website:** eastgippsland.vic.gov.au
-  **Mail:** PO Box 1618, Bairnsdale VIC 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

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