**Request for Written Planning Advice / General Planning Enquiry**

Use this form to request written planning advice or a printed copy of a planning document.

**To obtain a copy of a planning permit and associated endorsed plans, please complete the *Request for Copy of Planning Permit and/or Endorsed Plans* form.**

**A non-refundable fee applies for each enquiry type selected and the request will not be actioned until all applicable fees have been paid and all required information has been provided.** Planning fees and charges can be viewed on Council’s website.

| **Applicant details** |
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| First name:       | Surname:       |
| Business / Company name:       |
| Postal address:       |
| Suburb:       | Postcode:       |
| Phone:       Mobile:       |
| Email address:       |

| **Address of the land that the enquiry relates to** |
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| Unit number:       | Street number:       |
| Street Name:       |
| Suburb:       |

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| **Request for written planning advice (Is a planning permit required?)** |
| ***You MUST submit a current and full copy of the Certificate of Title (dated within the last 90 days) with this form – the title MUST include the Register Search Statement (Copy of Title), Copy of Plan, and all Instruments (Covenants, Agreements, Caveats) that are applicable.***[ ]  Whether a planning permit is required for the proposed land use and/or buildings and works |
| ***Please provide as much detail as you can about the nature of the advice you are seeking and provide any plans, photos, or other supporting material with this form that would assist Council in responding to your enquiry***      |

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| **Request a ‘Satisfaction Matters’ response** |
| [ ]  Written determination that a matter has been done to the satisfaction of the Responsible Authority, as required by the Planning Scheme (*a prescribed fee applies as per Regulation 18 of the P&E (Fees) Regulations 2016)* |
| ***Please provide details along with relevant plans, photos, and other supporting material with this form.***      |

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| **Request for a printed copy of advertised material** |
| [ ]  Printed copy of the Advertised Material for a planning permit application currently under consideration |
| **Planning permit application number:**       |

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| **Request for a printed copy of a Planning document** |
| [ ]  Printed copy of a Planning Scheme Reference Document or Incorporated Document[ ]  Printed copy of an Approved Development Plan, Planning Strategy or Policy Document (Note: Electronic copies are available to download from Council’s website) |
| **Name of document requested:**       |

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| **Declaration** |
| I declare that the information in this request is true and correct. |
| Name:       |
| Signature:        | Date:       |

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| **Send to Council by** |
| **Email:**council@cgd.vic.gov.au | **Post:**City of Greater DandenongPO Box 200Dandenong VIC 3175 | **In person:**Planning Service Counter, Level 3, 225 Lonsdale Street, Dandenongor other Customer Service Centre |