

Planning property enquiry application



Merri-bek
City Council

A planning property enquiry provides you with written advice about the planning controls that apply to a particular property. It can be used to get information about planning permits issued for a property, any outstanding planning enforcement matters, what you can or cannot do on the property that may be restricted by planning controls and whether you need a planning permit for a proposed use or development, including whether you need a planning permit for a liquor licence.

Applicant details

Given name		Family name	
Company (optional)			
Email		Phone	
Postal address			

Tell us about your planning enquiry

Address of land	
Details of your enquiry	

Submission checklist



Ensure you have attached the following supporting documents:





- Payment; see www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-fees for fee details and to lodge online.
- A copy of the Certificate of Title which is less than three months old, is clear and legible, and which contains both the register search statement and the title/subdivision plan.
- Draft plans of your proposal.

Signature and declaration

By signing this application, I declare that the information provided is true and correct. I acknowledge that all fees are non-refundable.

Signature			
Name		Date	

For more information & lodgement

-  Online visit www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning for more information and to lodge your application online.
-  Mail your application and payment to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.
-  Visit the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.
-  Call Merri-bek City Council on 9240 1111.

Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*. The personal information requested on this form is being collected by Merri-bek City Council to consider and determine this application and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). Personal information disclosed in this application may be made available for public inspection including on Council's public website whilst the application is being determined, in accordance with the *Planning & Environment Act 1987*. If a planning permit is granted, the permit and any endorsed plans or documents under the permit continue to be available for public inspection including on Council's website permanently and may also be used by Council for related purposes. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided in your application, this may result in the application not being accepted, lapsing or being refused. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at Privacyofficer@merri-bek.vic.gov.au.

PLEASE NOTE: Information associated with this application might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further Council may use your electronic details for other Council communication.

Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	National Relay Service:		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751	13 36 77 or relayservice.com.au		