

# Requests to view planning permits and endorsed plans



Merri-bek  
City Council

## What can be viewed on planning files?

The *Planning and Environment Act* requires certain planning documents to be made available to the public. At the same time the requirements of the *Planning and Environment Act* must be balanced with rights that are protected by other legislation such as the *Information Privacy Act 2000 (IP Act)*, *Freedom of Information Act 1982*, *Health Records Act 2001* and the *Copyright Act 1968*.

For more information see [Practice Note 74 – Availability of planning documents](#), published by the Department of Transport and Planning.

## Open planning applications

If a planning permit application is open – that is, still undecided or awaiting a VCAT review – then the application and all the prescribed information lodged with that application can be viewed. These files are generally available online at <https://eservices.merri-bek.vic.gov.au>, especially when the application is currently on public notice.

All current planning files can be viewed at Merri-bek Civic Centre at 90 Bell Street, Coburg, between 8.30 am and 5 pm Monday to Friday.

## Closed planning applications

Closed planning permit applications are those where a decision has been made and there are no current VCAT reviews. These applications are complete and as such are considered closed.

Under Section 70 of the *Planning and Environment Act*, Council is required to make the *planning permit* and any *endorsed documents* on closed planning files available for inspection during office hours.

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For more information, contact Council's City Development Branch on 9240 1111, or visit the Merri-bek Civic Centre, 90 Bell Street, Coburg.

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Closed planning files are usually held offsite and it may take up to five business days for retrieval from the receipt of a request to view closed files.

To view documents on a closed planning file complete the form on the rear of this brochure and email it to [info@merri-bek.vic.gov.au](mailto:info@merri-bek.vic.gov.au). An officer will contact you as soon as the file is available.

If you require additional information you will need to complete a Freedom of Information Request and pay the required fee. An assessment must be made about whether anything contained in the requested information breaches other legislation such as the *Information Privacy Act 2000*. The form for this request may be downloaded from Council's website at [www.merri-bek.vic.gov.au/my-council/local-laws-and-legislation/freedom-of-information/](http://www.merri-bek.vic.gov.au/my-council/local-laws-and-legislation/freedom-of-information/)

## Important note


While viewing is free, copies of permits and plans incur fees. Such copies are subject to a signed agreement specifying their use and are stamped to protect copyright. For this reason, taking photos of documents is not permitted. The list of fees for photocopies of planning documents is available on Council's website at [www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-fees](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/planning/planning-fees).

# Request to view planning permit or endorsed plans




Document retrieval can take up to five business days from the receipt of your request as many files are held offsite. We will contact you as soon as the documents are available so that you may come in and view them.

## Tell us about the planning files you would like to view

Address of the property			
Planning permit number (if known)			
Items you wish to view	<input type="checkbox"/>	Planning permit	
	<input type="checkbox"/>	Endorsed plans	
 Sometimes the planning permit and endorsed plans are on different file volumes			
Customer name			
Email		Phone	






## If you require photocopies of the documents, please provide the following information

 Please note that while viewing is free, copies of permits and plans incur fees and are subject to a signed agreement specifying their use and are stamped to protect copyright. The list of fees is on Council's website [www.merri-bek.vic.gov.au](http://www.merri-bek.vic.gov.au).

Customer mailing address			
How will the information being sought be used?			
The information must be used for a legitimate planning purpose, for example, when you are preparing a response to the objections raised.			
<input type="checkbox"/> I declare that the information hereby requested will be used only for the purposes described above and will be destroyed once my business with this information is complete.			
Signature		Date	

Office use only: Assign these requests to the Planning Administration Team

## For more information & lodgement

-  Email your request to [info@merri-bek.vic.gov.au](mailto:info@merri-bek.vic.gov.au).
-  Mail your request to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.
-  Online visit [www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/property-information](http://www.merri-bek.vic.gov.au/building-and-business/planning-and-building/building/property-information) for more information.
-  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](mailto: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	<b>National Relay Service:</b>		
عربي	Arabic	9280 1913	पंजाबी	Nepali	9280 0751	13 36 77 or <a href="http://relayservice.com.au">relayservice.com.au</a>		