



CORANGAMITE
SHIRE

Request Historical Search of Planning Records

APPLICANT DETAILS

Name: _____

Postal Address: _____

Phone No.: _____ Email: _____

PROPERTY DETAILS THAT INFORMATION IS BEING REQUESTED FOR

Number: _____ Street/Road: _____

Town: _____

Title details (e.g. lot and plan number) _____

REASON FOR REQUEST

SPECIFY PERMIT DETAILS IF KNOWN

Documents will be emailed if an email address is supplied. If no email address is supplied a copy of the documents requested will be posted and additional photocopying charges may be incurred as per the fees and charges schedule in the current Corangamite Shire Budget.

Fees (please tick preferred option)

Request to be processed within 3-7 business days - **\$140.70**

Urgent Request to be processed within 1-2 business days - **\$282.50**

I acknowledge that by requesting this information I agree to pay the applicable fees and that the fees are related to the time involved in searching and retrieval of records and that no refund will be given if documents cannot be located or if the detail is poor or omitted.

Applicants Signature: _____ Date: _____

Please note copyright laws may apply to plans, Corangamite Shire Council will not accept any responsibility for any costs incurred as a result of any misuse of the plans provided.

Privacy Statement: Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 2020 or other relevant legislation. The personal information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she/they may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.

CORANGAMITE SHIRE COUNCIL

Planning Department

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Telephone: 03 5593 7104 Email: planning@corangamite.vic.gov.au