

Application for Planning Permit History Request

01 July 2023 - 30 June 2024

Use this form to request copies of Historical Planning Permits and Endorsed Plans.

Any documentation or copies of documentation provided during the course of a Planning History Request (PHR) will be copied and made available for the purpose of the planning process as set out in the [Planning and Environment Act 1987](#). The information must not be used for any other purpose.

Information available online

Maroondah City Council - Statutory Planning has had fully electronic planning records since 1 January 2018. Decisions and most plans since that date are available free of charge on our website:

Please search our "Planning application decisions" list from

www.maroondah.vic.gov.au/Development/Planning-new/Planning-application-lists

Need Help?

Please contact Statutory Planning if you need help completing this form or if you are unsure about the information we need to process the application. You can also visit www.maroondah.vic.gov.au or call us on 1300 88 22 33. **You can also apply online.**

Important information

All documents are subject to availability. As many records are held in archives please allow 10-14 working days for a response.

Council only holds records of planning permits and applications submitted to Council. In some cases, plans or requested documents may not be available. Statutory Planning can provide guidance as to whether or not the search is likely to yield any results.

Privacy Collection Statement

Maroondah City Council (Council) is committed to protecting your privacy as prescribed by the Planning and Environment Act 1987 (PE Act) and the Privacy & Data Protection Act 2014.

Your application and the personal information on this form is collected by Council for the purposes of the application process as set out in the PE Act.

If you do not provide your name and address Council will not be able to consider your application. Our information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law.

You can request access to your personal information by contacting Council's Privacy Officer on 1300 88 22 33 or email– privacy@maroondah.vic.gov.au

Applicant Details					*Mandatory information	
All communication for this application will be emailed to this contact*						
Title		First Name		Surname		
Organisation	(if applicable)					
Address*						
Suburb		State		Postcode		
Email*				Phone		

Application Details			
Street Address*			
Suburb		Postcode	
Planning permit number/s	(if known)		

Fees

The [PHR application fee](#) covers a search and not a result. This fee is non-refundable and Council cannot guarantee information or results. Statutory Planning can provide guidance as to whether or not the search is likely to yield any results.

Council will contact you should your application attract a different fee or if you require more than two planning permits. All additional fees must be paid in full prior to any further processing of your request.

Single Dwelling in a Residential Zone	\$140.00 (First 2 permits) \$38 (each subsequent permit)
All other applications	\$377.00 (First 2 permits) \$98 (each subsequent permit)

<input type="checkbox"/>	I understand that this fee is non-refundable and Council cannot guarantee information or results.
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Lodgment options

Application with Cheque or Money Order can be posted to *PO Box 156 Ringwood 3134*.
Applications can be made and paid in person at our Customer Service Centres:

Realm, Ringwood Town Square, 179 Maroondah Highway, Ringwood (Opposite Ringwood Station)
Hours: 9am-8pm Monday - Friday, 10am-5pm Saturday, Sunday and public holidays

Croydon Library, Civic Square, Croydon
Hours: 8.30am-5pm Monday - Friday

Cashier Use - See fees listed above

AP: Prepayment: _____ Receipt Number: _____

Amount: \$ _____ Date Paid: ____/____/____

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AP PP/PLAN ADD

Narrative – Application for Planning Permit History Request – Subject Address Payment Type: Cash/ Chq/ EFTPOS

Receipt Number: _____ Amount: \$ _____ Date Paid: ____/____/____