



# Planning File and Documentation Search

## Planning File and Documentation Search

### **What is a Planning file search?**

A *Planning file search* is a way to access planning information for a particular site.

### **What types of information are included?**

Available Council documentation includes planning permits and associated documentation including endorsed plans, delegates / council reports, VCAT decisions and application forms.

### **Who can apply for a planning file search?**

The Planning and Environment Act 1987 requires Council to provide access to a number of planning documents to persons who have an interest in a proposal or planning history of a specific site.

### **How will I know whether to apply for a Planning file search or a Building file search?**

If you wish to make any alteration or addition to your building or dwelling, it's common practice to obtain the Building plans. Building plans contain more structural detail and usually is the preferred option by architects and draftsmen. Planning is more for permitted use and requirements. Planning gives details on why a specific design is approved and what requirements and conditions have been imposed on the construction. An example of this is why certain windows must be screened. Planning also deal with permits in relation to hotels and restaurant use or pub and club requirements. The clear difference is that Building files are purely structural while planning files contain information on permitted use and built form and background documents to the permit. Please note that if you do go through Building for a file search that you need to be the owner or have owner's written consent.

### **What is a property information request?**

A property information request is when someone wishes to obtain all permits relating to a property as far back as Council records exist. This request is usually applied for when a business is being purchased or sold and regularly requested by lawyers and solicitors. This type of request can take a few days to complete and due to its nature only allows the applicant to obtain copies of planning permits and no endorsed plans.

### **How long will the planning file search take?**

Searches will generally be processed within 14 days after lodgement of application.

### **What if I wish to get written confirmation by Planning on whether I need a planning permit for a specific use or development at a particular site?**

If you wish to get a written response from the Planning Department in relation to whether you need a planning permit for a specific use or development or whether you need confirmation on the status of a current use at a site you need to make a written request. Your letter should be sent to the Planning Department and should list your questions. You should also include any plans that you have to assist the planner in responding to your enquiry. In addition, your letter should be accompanied by payment of \$155. You should receive a reply to your request with 10 days.

### **What is a Certificate of compliance?**

A certificate of compliance is when you wish to confirm that an existing use or development of land complies with the requirements of the Planning Scheme and any endorsed plans (if relevant). The fee is \$147 and the application form can be downloaded from the Port Phillip website.

## **Fees**

\$50.00 Residential property permits (2003- 2011) (including GST)  
\$80.00 Commercial property permits (2003-2011) (including GST)  
\$95.00 Archived residential property permits (pre 2003) (including GST)  
\$275 Archived commercial property permits (pre 2003) (including GST)  
\$95 Residential Property information request  
\$275 Commercial Property information request  
\$155 Planning confirmation letter  
\$147 Certificate of Compliance

\* Up to four (4) files may be viewed for the search fee. Additional files will attract the following additional fees as follows;

\$11.00 for each additional file (including GST) \*

The Planning file search fee covers a search and not a result. The fee is **non-refundable** and Council cannot guarantee information or results. We encourage you to call before you lodge a request to get an indication of permits available.

Additional copying fees are: \$1.10 (including GST) per A4 page, \$1.75 (including GST) per A3.

Plan printing costs; A0 & A1 - \$6.70(including GST), A2 - \$4.20 (including GST)

## **Important Notice**

If you have requested to view files at the counter, you will be advised that the files have been received by our office and available for viewing. No digital photographs are permitted to be taken of plans and documents. Due to the high volume of requests, **ALL** files will be **HELD FOR A MAXIMUM OF 1 WEEK BEFORE THEY ARE RETURNED TO COUNCIL'S ARCHIVES.**

**If you have not viewed the files prior to their return to Council's archives, a new application will be required. Fees will apply to the new application.**

## **How to apply:**

To apply complete the application form on the reverse of this fact sheet. The application must be submitted with the prescribed fee or credit card details.

### Apply in person:

*Planning Business Support  
St Kilda Town Hall  
Cnr Carlisle & Brighton Road, St Kilda*

### Apply by post:

*Planning Business Support  
City of Port Phillip  
Private Bag No 3, PO St Kilda  
**ST KILDA VIC 3182***

*Cheques must be made payable to 'City of Port Phillip'.*

### Apply by e-mail:

*Planning Business Support  
e-mail: [planhelp@portphillip.vic.gov.au](mailto:planhelp@portphillip.vic.gov.au)*

### Apply by facsimile:

*Planning Business Support  
Fax: 9536 2740*

All further enquiries can be directed to Steve Polak, Senior Records Officer Planning and Building on 9209 6594.



# Town Planning File Search Request

(One file per search)

**OFFICE USE ONLY** Fees paid by: Credit card  Cheque  Cash/Eftpos

File search application number: \_\_\_\_\_

**HOW TO FILL OUT THIS FORM:**

Complete Sections 1 to 5:  
In sections that require a tick: use **one** tick, and **only one** tick.

Where a tick section is followed by another tick section, (eg. section 2 & 3) **follow the arrow** from your choice to the your next set of options in that next section.

**Only section 6 is optional;** use this section if you wish to pay by credit card.

**PAYMENT MUST ACCOMPANY THIS APPLICATION**

Once you have completed the form, see the **WHAT HAPPENS NEXT?** box at the bottom of the page.

To contact the Records Officer:  
Ph: 03 9209 6594,  
Fax: 03 9536 2740, or Email:  
[planhelp@portphillip.vic.gov.au](mailto:planhelp@portphillip.vic.gov.au)

**SECTION 1: THE PROPERTY**

ADDRESS: \_\_\_\_\_

**SECTION 2: WHEN WAS THE PERMIT LODGED?**  
(Check with Council if you are unsure)

**TICK ONLY ONE BOX IN THIS SECTION**

• Permit was lodged from 2003 onwards  
Permit Number / year of development if known:

• Permit lodged during, or prior to 2002  
Permit Number / year of development if known:

• PROPERTY INFORMATION REQUEST  
ALL permits for site including pre 1990

**SECTION 3: FEES**

Follow the arrow from your choice in Section 2:  
Tick if the property is RESIDENTIAL or COMMERCIAL to apply the appropriate fee:

**TICK ONLY ONE BOX IN THIS SECTION**

Residential  Commercial   
\$50.00\* OR \$80.00\*

Residential  Commercial   
\$95.00\* OR \$275.00\*

Residential  Commercial   
\$95.00\* OR \$275.00\*

**SECTION 4: WHAT DO YOU WANT FROM THE FILE SEARCH?**

Follow the arrow from your choice in Section 3:

**TICK ONLY ONE BOX IN THIS SECTION**

- Copy of PERMIT/S sent to you
- Copy of ENDORSED PLANS sent to you
- Copy of PERMIT/S & ENDORSED PLANS sent to you
- To view the file/s at the Planning Counter (copies may be requested at this time)
- Includes all Planning Permits relating to the property including pre 1990. **Does not include endorsed plans**

**SECTION 5: APPLICANT DETAILS:**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SECTION 6: CREDIT CARD DETAILS – COMPLETE THIS SECTION ONLY IF YOU WISH TO PAY BY CREDIT CARD**

Visa Amount: \$ \_\_\_\_\_ Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

M/C

AMEX Name on Card (PRINT): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**WHAT HAPPENS NEXT?** Allow up to 14 working days from lodgement of your request for Council to locate the file/s. The Records Officer will then either send the requested information to you by the most appropriate delivery method, or notify you that the file/s are ready to view. \*NB Most requests do not require high volumes of copying, however Council reserves the right to apply additional charges if a lot of copies are requested. If extra charges need to apply, the Records Officer will contact you before making copies.

**Privacy Notification:** The personal information requested on this form is collected by Council for the purposes of enabling you to apply for a Planning file search. The personal information will be used solely by Council for this primary purpose or directly related purposes. The applicant understands that the personal information provided is for these purposes. Under some circumstances the personal information disclosed will be made available to the public, as required by the Planning and Environment Act 1987 or other legislation. Your decision not to provide your personal information will impede our ability to engage with you regarding this planning file search.