



Planning confirmation

What you need to do

Before you start!

The fast and easy way to apply is online via

portphillip.vic.gov.au/planning-and-building/get-a-planning-permit

Otherwise complete this form and submit via email.



Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



Submit application

This form and supporting documents must be submitted via email to planhelp@portphillip.vic.gov.au



What comes next

Once your application is processed you will receive an invoice for payment. A decision will be made within 10 business days.

Read before starting

A planning confirmation provides written advice from Council's Statutory Planning team, usually by email, as to whether a planning permit is required for a specific use or development.

1 Declaration

I am the applicant; and that all the information in this application is true and correct.

I have provided all necessary supporting information and documents.

2 Applicant details

First and last name

Organisation (if available)


Residential or postal address

Best phone number to contact you on Email

Privacy policy

Personal information required on this form is for the purposes of dealing with this request. It will be used solely by the City of Port Phillip for this primary purpose or other directly related purposes. The applicant understands that the personal information provided is for the purposes of dealing with the request and they may apply to Council for access to and/or amendment of the information. Request for access and/or correction should be made to Council's Information Privacy Officer by calling ASSIST on 9209 6777.

3 Confirmation details




 **Attachment/details required.** Please provide full details of the confirmation being sought (attach additional pages if required). Insufficient or unclear information will delay your application.

Office use only

Application
number

Date
lodged

For further information or a large print version

 ASSIST 03 9209 6777  portphillip.vic.gov.au/planning-and-building  planhelp@portphillip.vic.gov.au