



Planning documentation search

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 to apply 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 filesearch@portphillip.vic.gov.au



What comes next

Once your application is processed you will receive an invoice for payment. Your request will be finalised within 10 business days.

Read before starting

What is a planning documentation search application?

A planning documentation search is commonly requested by people who have an interest in a proposal for, or are seeking the planning history of, a particular site. Searches are processed within 10 business days of lodgement.

Application fees

The non-refundable fees apply even if there is no documentation found as a result of the search.

Application fee information is available on our [website](#).

Do I need a planning documentation search or building file search?

When making alterations and additions to a property, people usually obtain the building plans which contain structural and architectural information usually required by architects and draftsmen. Planning information relates to permitted uses and requirements.

Viewing documents

If many documents are available we may contact you to arrange a viewing to select the items you require. Please respond promptly to arrange a meeting time. If we do not hear from you within one week the documents will be returned to Council's archive and the search request closed. Digital photography is not permitted during the viewing.

Receiving results

Please select how you would like to receive your search results:

Email

Post

Notify me when ready to collect

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.

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.

2 Applicant details

First and last name

Organisation (if available)

Residential or postal address

Best phone number to contact you on Email

3 Search details

Property details

Unit number Number Street name

Suburb / locality

Postcode

You may choose to list planning permit number/s or year/s of development if known or provide a description of the planning permit/s to include in the search.

Planning permit number/s or year/s of development

Description of the planning permit/s

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