

# FOI Fact Sheet : Planning & Building

September 2024

yarraranges.vic.gov.au

## Do I need to FOI that?

Council publishes a lot of information on our website, and we provide access to information and documentation in other ways, sometime for a fee or free, without you needing to make an FOI request.

Before you make an FOI request:

- go online to see if the information/documentation you need is on the website; and/or
- contact the Planning or Building department directly, to see if you can access the information/documentation another way.
- email or call the FOI Team to discuss your needs before making an FOI application.

## Planning Documents

A planning permit is a legal document that allows a certain use or development on a parcel of land.

Every planning permit application must be made in accordance with the applicable Regulations. The application must include sufficient supporting information (such as plans, reports and photographs) to fully describe the proposal.

### Permits and Endorsed Plans

Any person, owner or interested party, can view online any Planning Permits and Endorsed Plans issued **after July 2017** – view via Track - <https://eplanning.yarraranges.vic.gov.au/Pages/XC.Track/SearchProperty.aspx>

Any person, owner or interested party, can request Planning Permits and Endorsed Plans issued **before July 2017** by paying a fee – see the website - <https://au.openforms.com/Form/7d9e272d-3ec3-4749-9801-a205b7eb30bb>

## Delegate Reports

A Delegate Report is a written assessment of the planning application, where the planner makes a recommendation for refusal or approval. Only owners or applicants/application contact person can request a copy of the Delegate Report directly from Planning Services by emailing: [mail@yarraranges.vic.gov.au](mailto:mail@yarraranges.vic.gov.au)

Other interested parties, can access Delegate Reports via the FOI process.

## Planning Permit related documents

Any person, owner or interested party, can request access to these documents through FOI. However, some documents or parts of them, may be exempt from disclosure.

Planning Permit related documentation can be categorised as:

- Withdrawn Applications, Superseded Applications;
- General correspondence (emails, letters) from the permit applicant to Council;
- General correspondence (emails, letters) from third parties about the permit to Council;
- General correspondence (emails, letters) from Council to the permit applicant/owner/third parties;
- Working documents – drafts, notations, meeting minutes

**Please call or email the FOI Team to discuss your needs before you submit an FOI application.**

## Building Permits

Building permits are documents certifying that a proposed building complies with the relevant building regulations. A building permit is a written approval by a private or municipal building surveyor. It allows the building work to be undertaken according to the approved plans, specifications and other relevant documentation.

### Building Permits and/or Plans

The applicant must be the property owner or have the written permission of the owner or mortgagee to get a copy of the Building plans and permit.  
<https://www.yarraranges.vic.gov.au/Development/Applications-permits-and-certificates/Get-a-copy-of-building-plans-or-permits>

- House Plans - fee includes up to 2
- Permit documents only (copy of permit, occupancy/final certificate, excluding plans)

If the individual seeking documentation is not the owner or is unable to obtain the consent of the owner/mortgagee, then access to the Building Plans & Permits may be via FOI.

**Please call or email the FOI Team to discuss your needs before you submit a FOI application.**

## Building approvals, land or property information

Building approval particulars certificate, including current statements, notices, orders or certificates can be applied for online for a fee.

Property information certificate requests, for information including flood prone, overland drainage or bushfire area can be applied for online for a fee.

<https://epathway.yarraranges.vic.gov.au/ePathway/Production/Web/Certificates/CertificateTypes.aspx>

## Building & Planning Compliance

Council is required by law to efficiently administer and enforce planning and building scheme regulations.

Enforcement is used to ensure compliance with planning and building scheme regulations.

### Building Compliance (ONC) or Planning Compliance (PL) Notice & Order

The applicant must be the property owner, or have the written permission of the owner or mortgagee to get a copy of the Building Compliance (ONC) or Planning compliance (PL) notice & order.

A request for the notice & order can be addressed to the Building/Planning Compliance Team and applied for via email to [mail@yarraranges.vic.gov.au](mailto:mail@yarraranges.vic.gov.au)

If the individual seeking documentation is not the owner or is unable to obtain the consent of the owner/mortgagee, then access to the Building compliance (ONC) notice & order is via FOI.

**Please call or email the FOI Team to discuss your needs before you submit a FOI application.**


### Building or Planning Compliance related documentation

Any person, owner or interested party, can request access to these documents through FOI. However, some documents or parts of them, may be exempt from disclosure.


Building or Planning Compliance related documentation can be categorised as:


- General correspondence (emails, letters) from the permit applicant/property owner to Council
- General correspondence (emails, letters) from third parties about the property to Council
- General correspondence (emails, letters) from Council to the permit applicant/owner/third parties
- Working documents – drafts, notations, meeting minutes

For further information please contact Yarra Ranges Council on 1300 363 333 or [yarraranges.vic.gov.au](http://yarraranges.vic.gov.au)



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