



Redacting Plans & Documents

Applicant Guide

Introduction

The *Privacy and Data Protection Act (2014)* (PDP Act) requires that where documents and information are published online, private and identifying information must not be shown.

Planning Applications that are subject to public notice will be published on Council's website and must comply with the PDP Act. Therefore, any personal information contained in application documents (including plans and reports) must be redacted.

To comply with these legislative requirements there are two (2) options available for applicants:

1. Undertake redaction of plans, documents, and application materials yourself, and Council will review it for a fee of \$50.
2. Submit un-redacted documents as part of your application materials, and we will redact them for you (in the same way we have previously).

The cost of this service will be:

- \$250 for cover letters, titles and submitted plans; and
- \$50 per document for any additional supporting documents or professional reports provided with the application (e.g. arborist report, car parking demand assessment etc.).

If document/s are incorrectly redacted the relevant service fee/s will be applied.

Fees noted are applicable at 24/25 financial year, refer to the fee schedule.

For further details on the requirements of limiting disclosure of personal information please see [PPN74: Making planning documents available to the public.](#)

Applicant Redaction Guide

To limit the extent of redaction required it is recommended that the preparation of plans and documents **avoid** the unnecessary inclusion of personal information. An example of unnecessary personal information is: 'John Smith's House' in the title block.

All personal information must be redacted from all plans and documents. Personal information means any information that can be used to identify an individual. For example, personal information includes (but is not limited to):

- personal names;
- personal addresses;
- personal phone numbers;
- personal e-mail addresses;
- signatures; and
- owner information.

Professional organisations and company information do **not** need to be redacted, including generic company emails and contact numbers.

Two (2) versions of the plans/documents, an unredacted version for assessment and a redacted version for advertising must be submitted to Council when:

- **The application is lodged;**
- **In response to a Section 54 Request for Further Information; and**
- **If the application is formally amended under Section 50 or Section 57A.**

Document Checklist

Application forms will always be redacted by Council.

Plan/Document Type	Unredacted Version Provided	Redacted Version Provided
Copy of Title Including the Register Search Statement (i.e. face sheet of title), Plan of Subdivision and any Section 173 Agreements and Restrictive Covenants	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Cover Letter	<input type="checkbox"/> YES	<input type="checkbox"/> YES
Development Plans	<input type="checkbox"/> YES	<input type="checkbox"/> YES
All Supporting Reports (i.e. Planning Report, Arboricultural Impact Assessment, Sustainable Design Assessment)	<input type="checkbox"/> YES	<input type="checkbox"/> YES

Example Redacted Copy of Title



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REGISTER SEARCH STATEMENT (Title Search) Transfer of Land Act 1958

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VOLUME XXXXX FOLIO XXX

Security no : 124080390464P
Produced 09/03/2022 02:21 PM

LAND DESCRIPTION

Lot 203A on Plan of Subdivision 501391P.
PARENT TITLES :
Volume XXXXX Folio XXX Volume XXXXX Folio XXX
Created by instrument PS501391P Stage 12 28/03/2007

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor

[Registered Proprietor (Owner) Details Redacted]

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

AGREEMENT Section 24 (2) Docklands Authority Act 1991
AD605025P 09/05/2005

AGREEMENT Section 24 (2) Docklands Authority Act 1991
AD605034N 09/05/2005

AGREEMENT Section 24 (2) Docklands Authority Act 1991
AD605037G 09/05/2005

DIAGRAM LOCATION

SEE PS501391P FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NUMBER		STATUS	DATE
AS668106D	MORTGAGE	Unregistered	23/12/2021
AS668239H	MORTGAGE	Unregistered	04/01/2022
AS668242U	MORTGAGE	Unregistered	05/01/2022
AS668296U	CAVEAT	Unregistered	07/01/2022
AS668297S	CAVEAT	Unregistered	07/01/2022
AS668304Y	DISCHARGE OF MORTGAGE	Unregistered	07/01/2022
AS668305W	TRANSFER	Unregistered	07/01/2022
AS668306U	MORTGAGE	Unregistered	07/01/2022

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: UNIT 203A LEVEL 2 757 BOURKE STREET DOCKLANDS VIC 3008

Title XXXXX/XXX

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Example Redacted Document

TOWN PLANNING
CONSULTANT

[Company information does
not need to be redacted]

1st July 2024

Frankston City Council
30 Davey Street
FRANKSTON VIC 3199

Dear Sir/Madam,

PLANNING APPLICATION 123/2000/P
1 HAPPY WAY FRANKSTON

I refer to the above address, and confirm we continue to act on behalf of [REDACTED]

[Owner details redacted]

In response to your request for further information, please find the following documents attached:

- Development Plans
- Amended Arboricultural Impact Assessment.

I confirm that a redacted revision of the plans and documents has been included for advertising.

If any further clarification or information is required, please do not hesitate to contact me on [REDACTED] or via email [REDACTED]

[Contact details redacted]

Faithfully,

[REDACTED]

Planning Consultant

[Signature and name redacted]

Frequently Asked Questions

What if a company name includes a person's name, does the company name need to be redacted too?

No, company names, even when they are the name of a person (John Smith Pty Ltd) do not need to be redacted.

People's names are included on the Copy of Title or on a Section 173 Agreement, do these need to be redacted?

Yes, any personal information, such as people's names, signatures, or other identifying information, must be redacted.

If I choose to redact documents myself and Council find a mistake in my redacting, what happens next?

Council will undertake the redaction on your behalf and charge a fee of \$50 per document where errors in redaction are found. Council will contact you for payment of any additional redaction fees required.

If I submit further information or amend my application do these documents need to be redacted too?

Yes, any submitted plans or documents to Council as part of a Planning Application must be redacted in accordance with this guide.