



# Request to View / Copy Development Application Plans and Reports

I am the registered property owner of the property in question:

Yes

Request permission to view only *(Complete Parts A Only)*

No

Request permission to view only *(Complete Parts A & B)*

**FOR OFFICE USE ONLY**

IC \_\_\_\_\_/\_\_\_\_\_

Property Assessment Number:  
\_\_\_\_\_

VG Number: \_\_\_\_\_

**Fees: Total \$51** *(Application \$27.50 + Search fee \$23.50 for the first 30 mins) Note there is a \$23.50 fee for each additional 30 mins of searching.*

Receipt No: \_\_\_\_\_

Account No: 144.125.257

Consent to view /copy documents

Granted / Refused

Signature: \_\_\_\_\_

**PART A** *(Details of Person seeking to view/copy documents)*

Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone No(s): \_\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Nature of Development: Dwelling  Dwelling Additions

Shed/Outbuildings  Pool

Other  \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Documents requested: Plans  Engineering Reports

Soil Reports  Structural Calculations

Tree Reports

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proof of identity supplied: \_\_\_\_\_ ID No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART B PROPERTY OWNER'S CONSENT**

I \_\_\_\_\_ (*print full name*) being the registered owner of the  
property located at \_\_\_\_\_  
\_\_\_\_\_ (*property address*)

hereby **consent to the viewing** of the documents requested by the applicant as stated in Part A.

Any conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No(s): \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FACT SHEET

### VIEW / COPY DEVELOPMENT APPLICATION DOCUMENTS

Under the *Development Act 1993 (SA)* and *Development Regulations 2008 (SA)* members of the public have various entitlements to information held by the Council that are relevant to development applications and approved building work.

The *Freedom of Information Act 1991 (SA)* provides a legally enforceable right for members of the public to access other Council information which is not required to be made publicly available.

Providing information to members of the public may require the reproduction of documents. The Council is also obligated to reproduce documents in the course of adhering to records management obligations under the *State Records Act 1997 (SA)*.

As well as being bound by the requirements of the above Acts, the Council is subject to the *Copyright Act 1968 (Cth)*, which restricts the reproduction of written material, artistic works and other creative works, without permission of the copyright owner.

For a detailed explanation of the relationship and the interaction between these Acts, please refer to the **Council Policy [Development Application Document Reproduction](#)**. This Policy affirms the Council's commitment to openness and transparency in the provision of information to the public in accordance with its legislative obligations and its commitment to high standards of records management whilst avoiding infringing copyright in that information.

#### Requests to view or copy Documents

- When making a request to view or copy documents held by Council, the form will need to be completed.
- Council officers may require a driver's license or other suitable documentation as proof of identity.
- Please note that request may take up to 10 working days to be processed.
- Files pre 1998 may not be available from Council, and the condition or quality of any documents contained therein is not guaranteed for viewing or reproduction purposes due to possible deterioration of the paper or ink used.
- A Fee fixed by Council will need to be paid when lodging an application to View / copy the documents. will apply [Fees and charges](#) apply and. (Fees & Charges are set by Council pursuant to Section 188(6) of the *Local Government Act, 1999*)
- Council reserves the right to refuse the viewing or copying of any documents due to copyright, privacy or security reasons.

Please refer to the following Websites for further information:

[www.legislation.sa.gov.au](http://www.legislation.sa.gov.au)   [www.archives.sa.gov.au/FOI](http://www.archives.sa.gov.au/FOI)   [www.copyright.org.au](http://www.copyright.org.au)

**Note:** Council does not give access to any documents that may jeopardize a building's security (i.e. internal layout Plans etc.) pursuant to Regulation 101(5) of the Development Regulations.