

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)*

Request permission to view and copy *(Complete Parts A & C)*

No

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

Request permission to view and copy *(Complete Parts A, B & C)*

FOR OFFICE USE ONLY

Property Assessment Number: _____

DA Number: _____

Fees: \$72 Search fee charged *(photocopy fees may also apply)*

An additional \$52 fee applies if plans recalled from off-site storage company

Receipt No: _____

Account No: PLANNINGSEARCHFEE

Consent to view /copy documents

Granted / Refused

Signature: _____

Name: _____

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	<input type="checkbox"/>	Dwelling Additions	<input type="checkbox"/>
	Shed/Outbuildings	<input type="checkbox"/>	Pool	<input type="checkbox"/>
	Other	<input type="checkbox"/>	_____	

Request to View/Copy Parts A, B & C

Documents requested: Plans Engineering Reports
Soil Reports Structural Calculations
Tree Reports

Reason for request: _____

Proof of identity supplied: _____ ID No: _____
Signature: _____ Date: _____

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 _____

PART C COPYRIGHT OWNER'S CONSENT *(where copies of approved plans have been requested)*

I _____ *(print full name)* being the copyright owner of the requested plans and/or reports do hereby **consent to the making of copies** for the purpose of releasing to the applicant as stated in Part A.

Any conditions: _____

Business Name: _____

Phone No(s): _____

Email: _____

Signature _____ Date _____

Please Note:
Photocopying fees: A4 - 40¢, A3 - 60¢

Request / approvals can be submitted via post, email or fax.

Post: Development Services Unit
PO Box 19
Brighton SA 5045

Email: mail@holdfast.sa.gov.au

Fax: (08) 8298 4561

FACT SHEET

VIEW / COPY DEVELOPMENT APPLICATION DOCUMENTS

Copyright

- Council is compelled to adhere to the Copyright Act 1968. This states that drawings, plans and engineering reports have copyright protection by the author and permission must be obtained from that person before copies can be made. Such permission must be in writing (includes emails).
- In relation to Development Applications on Public Notification, The Development Act 1993 and Development Regulations 2008 outline which documents can be viewed or copied by the general public (refer to the details below).

Documents that can generally be *viewed* by the public

- All details of the application as stated in a public register established pursuant to Regulation 98 of the Development Regulations and the Decision Notification Form may be viewed at our Customer Service Centres.
- Plans and details placed on public display as part of a Category Two or Category Three application public notification process may be viewed during the formal public notification period (pursuant to Regulation 34 of the Development Regulations). Outside the formal public notification period viewing is only possible with the written consent of the applicant/owner to view such documents (The form overleaf must be completed in this instance).
- Plans and related reports of the building work that have been approved by Council can only be viewed with the consent of the relevant property owner (pursuant to Regulation 101(4) of the Development Regulations). The form overleaf must be completed in this instance.
- The viewing process is by appointment only, at the Civic Centre Office, 24 Jetty Road, Brighton.

Documents which can be *copied* (photocopy charges apply)

- Plans, technical details, drawings, specifications, certificates etc, can only be photocopied or reproduced with the written consent of the author/copyright owner (i.e. the architect, designer or engineer) and the owner (The form overleaf must be completed in this instance).
- Other than the above circumstances, copies of plans and reports are generally not provided by Council due to copyright and/or privacy issues.
- **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.

Requests to view or copy Documents

- When making a request to view or copy documents held by Council, the form will need to be filled in. 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 process.
- Files pre 1998 may not be available from Council, and the condition or quality of the documents contained therein is not guaranteed for viewing or reproduction purposes due to possible deterioration of the paper or ink used.
- Note that fees and charges to retrieve the requested documents apply (set annually by Council pursuant to Section 188 of the Local Government Act, 1999) and will need to be paid on application to view or copy the documents.
- Council reserves the right to refuse the viewing or copying of any documents due to copyright, privacy or security reasons.

Freedom of information

- The Freedom of Information (FOI) Act 1991 provides a right to apply for access to Council documents generally (subject to certain conditions). Applicable application forms will need to be completed when requesting to view or copy documents which are the subject of the FOI Act. Note that not all requests to access Council documents are approved.
- Reference Part 3 Sect 22 (2)(c) FOI Act 1991 will not negate the Copyright Act.
- Please Refer to the following Websites for further information:
www.legislation.sa.gov.au www.copyright.org.au