

## 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 Part A Only)

Request permission to view and copy plans and or documents (Complete Parts A & C)

☐ No

Request permission to view only (Complete Part A & B)

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

**(Please note files will only be kept on site for a period of one month from the date received)**

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### FOR OFFICE USE ONLY

Requesting Officer: \_\_\_\_\_

Date requested:    /    /    Property Assessment Number: A\_\_\_\_\_ gl: 430949/500 /6135

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

Development Application Number/s:

455/	455/
455/	455/

Recall information: (for Records use only e.g. barcode, box number & DA number as entered)

Details of Plans or Documents required e.g. Floor plan or Engineering \_\_\_\_\_

Date Received by Records:    /    /    Completed by (Records Staff): \_\_\_\_\_



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

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

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

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

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

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

Nature of Development:

- |  |   |
|--|---|
| <input type="checkbox"/> Dwelling                    | <input type="checkbox"/> Dwelling additions |
| <input type="checkbox"/> Shed/Outbuildings           | <input type="checkbox"/> Swimming Pool      |
| <input type="checkbox"/> Other (Please give details) |   |

Documents Requested: (please provide a brief description)

- |                                       |  |
|---------------------------------------|--|
| <input type="checkbox"/> Plans        | <input type="checkbox"/> Engineering Reports |
| <input type="checkbox"/> Soil Report  | <input type="checkbox"/> Structural          |
| <input type="checkbox"/> Tree Reports |  |

(Brief description) \_\_\_\_\_

Reason for Request:

Proof of Identity Supplied: (e.g. Drivers Licence)

Signature of Applicant: \_\_\_\_\_ Date: / /



## PART B PROPERTY OWNERS CONSENT

I \_\_\_\_\_ (print full name) being the  
registered Property Owner of the Property located at:

\_\_\_\_\_

\_\_\_\_\_ (property address)  
hereby give **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/documents are required)

I \_\_\_\_\_ (print full name or company 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:

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

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

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

Signature: \_\_\_\_\_ (Please affix stamp or provide on letterhead)

Date:    /    /

**Requests and or Consents can be submitted to Council Via:**

Post:    Alexandrina Council  
         PO Box 21  
         GOOLWA SA 5214

Email:    alex@alexandrina.sa.gov.au

Fax:        (08) 8555 3603

## 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 2008 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 2008). 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 2008). The form overleaf must be completed in this instance.
- The viewing process is by appointment only, at the Goolwa or Strathalbyn Council Office.

#### 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 jeopardise a building's security (i.e. internal layout Plans etc) pursuant to Regulation 101(5) of the Development Regulations 2008.

#### 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 processed.
- Files pre 1998 may not be available from Council.
- 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](http://www.legislation.sa.gov.au)   [www.archieves.sa.gov.au/FOI](http://www.archieves.sa.gov.au/FOI)   [www.copyright.org.au](http://www.copyright.org.au)