

# REQUEST TO VIEW / COPY DEVELOPMENT APPLICATION PLANS AND REPORTS

## FOR OFFICE USE ONLY

Property Assessment Number:

DA Number:

Fees: \$100 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:

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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)

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

Name:

Your address:

Phone no(s):

Email:

Property address:

### NATURE OF DEVELOPMENT:

Dwelling

Shed/Outbuildings

Dwelling additions

Pool

Other

# REQUEST TO VIEW / COPY DEVELOPMENT APPLICATION PLANS AND REPORTS

## DOCUMENTS REQUESTED:

Plans       Engineering Reports       Soil Reports   
Tree reports       Structural Calculations

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:

# REQUEST TO VIEW / COPY DEVELOPMENT APPLICATION PLANS AND REPORTS

## 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 - \$1, A3 - \$1

Request / approvals can be submitted via post or email.

**Post:**

Development Services Unit  
PO Box 19  
Brighton SA 5045

**Email:**

mail@holdfast.sa.gov.au

# FACT SHEET

## 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, Planning, Development and Infrastructure Act 2016 and Planning, Development and Infrastructure (General) Regulations 2017 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 the South Australian Planning Portal can be viewed online at [www.plan.sa.gov.au](http://www.plan.sa.gov.au)
- Plans and details placed on public display on the South Australian Planning Portal as part of a public notification process, can be viewed at [www.plan.sa.gov.au](http://www.plan.sa.gov.au). 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 120 of the Planning, Development and Infrastructure (General) Regulations 2017). 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 120 of the Planning, Development and Infrastructure (General) Regulations 2017.

## 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](http://www.legislation.sa.gov.au) or [www.copyright.org.au](http://www.copyright.org.au)