

# REQUEST TO COPY/ VIEW APPROVED DEVELOPMENT DOCUMENTS

## Part A – Request to Copy

### Application Details

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

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I request permission to **View** ☐ (complete form overleaf) **Obtain copies (fee applies)** ☐ (tick applicable box)

If request is for copies, documents to be provided by: **Email** ☐ **Post** ☐ **Office pick up** ☐ (tick applicable box)

### Property Owner Consent

I am the registered owner of the property: (tick applicable box)

**YES** ☐ **NO** ☐

**Property Owner Consent (required if the applicant is not the property owner)**

I \_\_\_\_\_ being the registered owner of the property at \_\_\_\_\_  
herby consent for the abovementioned person to be provided with a copy of the documents as requested.

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

### Documents Requested

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

Development Application Number: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

### Nature of Development Documents Requested (tick all that apply):

☐ Dwelling ☐ Addition/Alterations ☐ Shed ☐ Verandah ☐ Wastewater (septic/ aerobic system)

☐ Other \_\_\_\_\_

If constructed prior to 1995: Approx. year-built \_\_\_\_\_ Builder \_\_\_\_\_ Original owner \_\_\_\_\_

### Details of Documents/ Plans:

☐ Plans (site, floor, and elevations) ☐ Engineering Reports ☐ Structural Calculations

☐ Soil Report (soil reports older than 12 months should be taken as a guide only)

☐ Other \_\_\_\_\_

Please note some documents may not be provided with all Development Applications and due to legislation changes may not be sufficient for future applications.

### Declaration

I confirm that I have read the attached form and Information Sheet and understand that copyright owner consent/s are required prior to copies of any documents being provided. I understand that there is an associated \$60.00 fee required to obtain a copy and acknowledge this process can take up to 6 weeks.

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

## Part B – Request to View

### Application Details

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

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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

### Document Details

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

Development Application Number: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Declaration

I confirm that I have read the attached form and Information Sheet and understand the following:

- I must be an adjoining owner to view the plans.
- I must complete the application form and arrange an appointment to view any plans.
- That no floor plans or internal layouts can be viewed.

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

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

# Information Sheet

## Copyright

Council is obligated to adhere to the *Copyright Act 1968*. This states that drawings, plans, and engineering reports have copyright protection by the author. Written permission must be obtained from the copyright owner before copies can be distributed.

## Documents that can be viewed

- All Development Application Forms and Decision Notification Forms can be viewed at the Civic Centre during office hours (Monday – Friday 9am- 5pm, excluding public holidays).
- Site plans, elevations, specifications, technical details, and other documents relating to building work **excluding floor plans**.
- All certificates, opinions and other documents submitted to the council in relation to an application for approval.
- Documents provided to the council by a private certifier in relation to any application assessed by the private certifier.
- The duplicate of Certificate of Occupancy issued by or provided to the council.
- A copy of any Schedule of Essential Safety Provisions issued by or provided to the council.

## Process

- When making a request to view documents held by Council complete form Part B.
- The applicant will be contacted when plans are available for viewing to arrange an appropriate time.

**This process is limited to adjoining owners only.**

## Documents that can be copied

- Plans, technical details, drawings, specifications, certificates etc. can only be photocopied or reproduced with the written consent of the author or copyright owner (architect, designer, or engineer)
- Copies of development application forms and decision notifications can be obtained during office hours. **The attached form does not need to be completed, but photocopying fees may apply.**

## Process

- When making a request to copy documents held by Council complete form Part A and pay the applicable fee. **Note: If your request is from a development prior to 1995 the approx. year built is a compulsory field.**
- In cases where the copyright holder does not respond to the request, the application will be closed, and the fee will be refunded.
- When council receives written permission, copies of documents will be provided.

## Fees and Charges (required for copy requests only)

An application fee of \$60.00 per property applies for copy requests. Payment options include cash or EFTPOS. If payment is not included with your application a council officer will contact you for payment.

## Hard Copy Plans

For A1 size plans, an additional photocopy/ printing fee of \$5.00 per copy will apply.

## Freedom of Information

If you are not the property owner and are seeking access to documents relating to a Development Application, you will need to lodge a Freedom of Information Application under the *Freedom of Information Act 1991*. For further information please contact Councils Accredited Freedom of Information Officers.