

VIEW/COPY DEVELOPMENT APPLICATION PLANS AND DOCUMENTS

RECORD NO :

FILE NO : 3.36.1.2

REQUEST FORM

APPLICANT			
NAME			
ADDRESS			
MOBILE PHONE		ALTERNATE NUMBER	
EMAIL			

DETAILS	
PROPERTY ADDRESS	
DEVELOPMENT APPLICATION NUMBER/S	
NATURE OF DEVELOPMENT	☐ Dwelling ☐ Dwelling Additions ☐ Shed/Outbuildings ☐ Swimming Pool ☐ Other (please give details) _____
DOCUMENTS REQUESTED	☐ Plans ☐ Engineering Reports ☐ Soil Report ☐ Structural ☐ Other (Please give details) Please give a brief description: _____ _____ _____
REASON FOR REQUEST	_____ _____ _____
REQUEST PERMISSION TO	☐ VIEW plans and/or documents <i>*Please Note: Files will only be kept on site for a period of one month from the date received*</i> Or ☐ OBTAIN COPIES (fee applies) of plans and/or documents
IF REQUEST IS FOR COPIES, DOCUMENTS TO BE PROVIDED VIA ☐ Email ☐ Post ☐ Office Pick Up	

DECLARATION	
☐ I declare that the information I have provided is true and correct. ☐ I have read the below mentioned Fact Sheet. ☐ I am the registered Owner of the Property in question.	
SIGNATURE	DATE

FACT SHEET - VIEW/COPY DEVELOPMENT APPLICATION DOCUMENTS

Requests to view or copy documents

- When making a request to view or copy documents held by Council, the form will be required to be filled in. Council Officers will require driver's licence or other suitable documentation as proof of identity.
- Please note that a request may take up to 15 working days to be processed.
- Files pre 2000 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 the possible deterioration of the paper or ink used.

Fees and Charges (required for copy requests only)

- Note that fees and charges to retrieve the requested documents apply as per Fees & Charges Register at the time of application. This will be required to be paid on application for a copy of the 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).
- Please Note: If the author of the plans/documentation does not consent to the release, Council will be unable to release the plans.

Documents that can generally be viewed by the owner

- All details of the application and the Decision Notification Form may be viewed by the owner on request at the Kadina office during office hours (Monday – Friday 9am – 5pm, excluding public holidays)
- Plans and related reports of the building work that have been approved by Council can only be viewed by the property owner (Regulation 116A of the PDI General Regulations)
- The viewing process is by appointment only, at the Kadina Council Office.

Documents which can be copied

- Plans, technical details, drawings, specifications, certificates etc can be photocopied or reproduced with the written consent of the author/copyright owner (ie the architect, designer, or engineer).
- Other than the above circumstances, copies of plans and reports are generally not provided by Council due to copyright and/or privacy issues.

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.