

Application to inspect or obtain Development Documents

Public access to documents associated with development applications is restricted due to provisions of the *Copyright Act 1968*, *Development Act 1993* and *Development Regulations 2008*. An application is required to be made to Council to view documents and consent granted from the copyright owner to allow Council to reproduce copies of the documents. To submit an application to inspect or obtain development documents this form must be completed and lodged with the applicable application fee. If you are not the property owner or lessee or you are after other documents not related to development you need to make an application under the *Freedom of Information Act 1991* information and an application form is available on Councils website or from the Council Office.

Applicant

Name:

Address: Postcode:

Phone: Email:

Are you the owner of the property?

- ☐ Yes – ☐ (Proof of Identification sighted)
☐ No – (A Freedom of Information application will be required)

Documents requested:

Property Address: Postcode:

Development Application Number (if known):

Reason for Access:

Documents required:

- | | |
|--|--|
| <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Engineer Footing/Soil Report |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Timber Wall and Roof Framing Design |
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Building Schedule/Specifications |
| <input type="checkbox"/> Architectural Construction Drawings | <input type="checkbox"/> Other (please specify) |

Please Note: Some of these documents may not be provided for all Development Applications and due to changes to legislation may not be adequate for future applications.



Copyright Owner's Consent

Copies of the plans will only be provided to the property owner who has obtained the consent of the copyright owner and/or the author of the planning or building documents.

If you are not the holder of copyright under the *Copyright Act 1968* for the requested documentation have you attached a written approval from the Engineer/Architect/Building Designer/Builder?

☐ Yes

☐ No

Please Note: In addition to the above the Development Regulations 2008 require that Council don't make available any plans, drawings, specifications or other documents that may unreasonably jeopardise the present or future security of a building.

Fees and Charges

No responsibility is taken by the Council if following all relevant searches the requested documents cannot be found. If this is the case the fee payable will not be refunded.

The fees vary with what is requested whether it is just a floor plan or a compilation of documents, the applicable fees as well as the photocopying costs are stipulated in the Development Application Fees Information Sheet available on Councils website or you can ring the office on 8366 9301.

Declaration

I, the undersigned, agree to make payment of the non-refundable applicable fees and acknowledge that it can take up to 4 weeks for documents to be retrieved and in some cases they may not be present.

Signature: Date:

