

Access to Development Records Guidelines & Application Form



The *Development Regulations 2008* draw a distinction between documents that can be inspected by the public without charge and those that can be copied.

Documents that can be inspected by the public (without charge)

Development Applications and Decision information can be viewed online and at Council's Civic Centre, 163 St Vincent Street, Port Adelaide SA 5015, during the office hours between 8:30am to 5pm.

The following documents may be inspected upon request:

- all technical details, particulars, plans, drawings, specifications and other documents or information relating to building work
- all certificates, opinions and other documents submitted to the Council in connection with an application for approval of building work
- a copy 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
- a copy of any certificate submitted to the council under Regulation 76 during the preceding 6 years
- a copy of any other plan submitted to the Council under the *Development Regulations 2008*
- documents provided to Council by a Private Certifier

A Council Officer will be present during the viewing process.

Documents that can be copied (charges apply)

The *Development Act 1993* and the *Development Regulations 2008* outline the documents that can be viewed or copied. Council must adhere to the *Copyright Act 1968* and pursuant to this Act, drawings, plans, engineering reports and other documents have copyright protection vesting in their author. Written permission must be obtained from the copyright holder(s) before copies can be issued.

Council is not required to make documents available for inspection or for copying if:

- in the opinion of the Council, this would unreasonably jeopardise the present or future security of a building;
- constitute a breach of any other law.

Completed applications can be forwarded to: City of Port Adelaide Enfield
PO Box 110
PORT ADELAIDE SA 5015

service@cityofpae.sa.gov.au

Further Information

For further information in relation to this matter, please contact Council on 8405 6600.

Fee structure

There are no fees for submitting this application or to view documents.

(Office use only - RC254)

Document Issuing Fees	\$65.00 for plans and associated documents requested by email	
	\$75.00 for plans and associated documents requested by hard copy up to 20 A4/A3pages	
	Additional fees apply for copying requests greater than 20 pages or larger pages as below	
	\$15.00 additional fee for off-site archive document retrieval	
Photocopying Fees	10¢ per A4 sheet	10¢ per A3 sheet
	\$10.20 per A2 copy (approx. double the size of A3)	\$12.20 per A1 copy
	\$16.30 per A0 copy	\$13.30 per B1 copy

Application to Access Development Records

Council will endeavor to provide documents requested, however some documents may not be available. If you require copies of documents covered by copyright law you must first obtain the written permission from the copyright holder(s).

Applicant details

Name: _____
Postal Address: _____

Telephone No: _____ Mobile: _____
Email Address: _____

Property details

Name of owner (if known): _____
Address of subject land which development records are requested for:

Information requested (Please tick appropriate boxes)

- | | |
|--|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Engineers Footing Report / Calculations |
| <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Wall, Floor & Roof Framing Design |
| <input type="checkbox"/> Elevations | <input type="checkbox"/> Development Approval Notice |
| <input type="checkbox"/> Other documents and/or plans (please specify) | |

Note: these documents may not be acceptable for future development applications

- I wish to view the documentation in person **OR** I require a copy of the documentation to be:
 Posted **OR** Emailed

Details of building work / approximate year of construction

Reason for accessing plans / documents

Authorisation

I understand that fees apply (see over) in respect to the copying of documents. I also understand that Council may not have the information requested available.

Signed _____ Date _____/_____/_____