

Access to Development Records Application



This form applies to development applications lodged with Council prior to 19 March 2021.

Council cannot distribute development records lodged under the PDI Act 2016 located on the PlanSA Portal.

Applicant details

Name: _____

Postal Address: _____

Telephone No: _____ Mobile: _____

Email Address: _____

Property details

Address of site for which records are requested: _____

Name of owner (if known): _____

Development Application Number (if known): _____

Information requested *(Please tick appropriate boxes)*

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

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

- ☐ I wish to view the documentation in person *(contact Council to arrange a time)*
- ☐ I require a copy of the documentation to be: emailed / posted *(circle)*

Details of building work / approximate year of construction

Reason for accessing plans / documents

Authorisation

I understand that fees apply (please see over) in respect to the forwarding of documents for this request.

Council may not have the information requested available.

Written copyright permission is required for development documentation prior to issue.

Signed _____ Date _____ / _____ / _____

City of Port Adelaide Enfield • T (08) 8405 6600 • E service@cityofpae.sa.gov.au • www.cityofpae.sa.gov.au

Civic Centre 163 St Vincent Street Port Adelaide South Australia • PO Box 110 Port Adelaide SA 5015

Regional Offices Enfield Library - Council Office • Greenacres Library - Council Office

Updated 1/7/2023

Access to Development Records Guidelines



The *Development Regulations 2008* draw a distinction between documents that can be inspected by the public without charge and those that can be copied. Please note that the *PDI Act 2016* does not allow for the distribution of development records lodged from 19 March 2021 located on the PlanSA Portal.

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

Development Application details 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, plans, drawings, specifications and other documents or information to building work and development
- all certificates, professional opinions and other documents submitted to the Council in connection with an application for approval of building work and development
- 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 also adhere to the *Copyright Act 1968* and pursuant to this Act, drawings, plans, engineering reports and other documents have copyright protection vested in their author. **Written permission is to 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: service@cityofpae.sa.gov.au

Further Information

For further information in relation to this application, please contact the 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	Residential Property	
	\$75.00 per development application for plans and documents requested by email	
	\$85.00 per development application for plans and documents requested by hard copy up to 20 A4/A3 pages	
	Commercial / Industrial Property	
	\$150 per development application for plans and associated documents requested by email	
Photocopying Fees	\$20.00 additional fee for off-site archive document retrieval	
	Additional fees apply for copying requests greater than 20 pages or larger pages as below	
	0.05¢ (b/w) or 0.50¢ colour per s/sided A4 sheet	0.05¢ (b/w) or \$1.00 colour per s/sided A3 sheet
	\$10.85 per A2 copy (approx. double the size of A3)	\$12.90 per A1 copy
	\$17.30 per A0 copy	\$14.20 per B1 copy